

**CARVER HEIGHTS MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY
AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, JUNE 9, 2025 5:00 PM**

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVAL OF MINUTES:

A. Regular meeting held December 16, 2024

3. RESOLUTIONS:

A. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving Home Improvement Grant Award Agreements for Nineteen (19) recipients in the Carver Heights/Montclair Community Redevelopment Area; and providing an effective date.

4. ROLL CALL:

5. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

**AGENDA MINUTES
CARVER HEIGHTS / MONTCLAIR
AREA CRA MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, DECEMBER 16, 2024 5:00 PM**

1. CALL TO ORDER

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting on Monday, December 16, 2024, at Leesburg City Hall. Chairperson Burry called the meeting to order at 5:03 p.m. with the following members present:

Commissioner Robert Alderman
Commissioner Allyson Berry
Commissioner Jay Connell
Commissioner Theresa Conner
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Jimmy Burry

Also present, were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, Deputy City Clerk (DCC) Anna Rottermond, the news media, and others.

INVOCATION

Chairperson Burry gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVAL OF MINUTES:

A. Regular meeting held October 28, 2024

Commissioner Reisman made a motion to approve the regular meeting minutes of October 28, 2024, as presented, and Commissioner Pederson seconded the motion.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Chairperson Burry	Yes

Seven yeas, no nays, the Commission approved the meeting minutes.

3. DISCUSSION:

A. COMMISSIONER BERRY - ADDITIONAL CONSIDERATIONS FOR LOT DONATIONS

CM Minner explained that city staff received a couple of requests from the Leesburg CDC on the lot donation policy. If they remember, about two years ago, when the new commissioners came aboard, we decided to modify the lot donation process. That way we can sell, donate, or do different things with the lots. However, the policy refers to the City Commission and the Carver Heights Montclair Area CRA being the ones who are able to donate lots. That policy has been modified. More specifically, the lots are owned and titled by either the City of Leesburg, which is governed by the City Commission, or the Carver Heights CRA, which is governed by this body. While making that policy, we put together a number of things. There was a brief moratorium put into place while that policy was put together. That policy was referenced in the deed being considered tonight. Long story short, that policy created a number of new circumstances to guide the CRA or the City Commission in donating lots/parcels. That would be a not-for-profit organization/nonprofit organization which is not defined specifically in the policy. However, typically a not-for-profit organization would be a 501(c)(3). Now, whether a church qualifies as a non-profit has come up a number of times. Under the new policy, it depends on when a church qualifies. A church qualifies when the church is not doing church business. The policy also goes on to say that its major purpose is to construct single-family homes, and typically a church's purpose is not to construct single-family homes. A typical church's purpose is to construct a parsonage, school, sanctuary, or thrift store. Those are typical church purposes. The exception for churches being able to qualify would be that the specific church organization was doing what the policy says, which is building a single-family residential home. That was his interpretation of the policy. The policy also puts in parameters for who qualifies for the homes and how the city reviews who will get the home. It also put in parameters for how many lots can be given out to a specific not-for-profit organization, and that is three lots over a three-year period. It says if an organization was to receive three lots now, they would have to wait three years to apply for another lot. So, if a request was made today for three lots, and they received three lots, they would have to wait three years before being eligible again. The policy also stipulates that construction has to begin within twenty-four months, and it has to receive a certificate of occupancy within thirty-six months. However, there is some language in the policy that could extend that for exceptions. This policy was adopted by resolution in August 2023. Another significant modification to the policy was the warranty deed versus the quit claim deed. In the past, and for as long as he has been the city manager, we have always issued a quit claim deed. However, a quit claim deed, in short, is non-legal, and the city attorney could provide the legal explanation. A quit claim deed says the city or the CRA owns the property, and that we are giving the property or lot to you. Yes, we are pretty sure it has a clear title, but we cannot warranty it. If something were to pop up where there was a cloud on the title, the city or the CRA would be wiping their hands, saying that is not an issue for us, that it was an issue for them. We have used the process of quit claim deeds a hundred times since he has been here. However, there was an issue with the Florentine house where there was a cloud on the title and that cloud was found after the Leesburg CDC invested in the house. It was found after we gave the Leesburg CDC the house. They came to the city, (he believed it was him and the former attorney), but the response was that we provided the quit claim deed, so it was your responsibility to fix it. At the end of the day, the bank and the CDC fixed the error, but they had to pay somewhere in the neighborhood of \$10-\$15,000. **From the audience, John Christian** said they paid about \$25,000. **CM Minner** continued to say that the Leesburg CDC had to pay the bank about \$25,000, to receive a clear title. We have now changed that process since

moving to the new city attorney. Our new city attorney has been working with code enforcement on this because he felt it was important to stop using quit claim deeds. He wanted to make sure the city had clear titles before donating any lots. The new city attorney pulled out state statutes that said the city needed to vet, advertise, and do more title research before donating any of the properties. In doing so, we will no longer provide quit claim deeds, we will provide warranty deeds because that is a better process. With the new policy in place, it states we have to issue a warranty deed for the requested lots, and whichever entity receives the parcel will have to follow the program pursuant to the policy as adopted. This was a significant change to the process, and that change was adopted by the commission.

The requests under consideration tonight were submitted to him by the requester. We currently have an inventory list that includes about thirty lots. He knew the city commission reviewed the list, but he could not remember if it was reviewed by this board. However, of the thirty lots, about half of them are under this CRA and the other half are under the city. Of those thirty lots, about a dozen of them have clear titles, which means the city attorney has done all the required work to get a clear title. At this time, we have between ten and fifteen lots available that could be donated or sold. As of now, the city and the CRA are in a position to do what they will with the lots. They can choose to sell, donate, or keep the lots. Of the fifteen cleared titles, there is a split of about seven city lots and seven CRA lots. After going through that process, his office received multiple lot donation requests from the Leesburg CDC. The donation requests were for two lots located on Beecher Street; the addresses are 704 and 706, and they are pretty much located directly across from the main entrance to Berry Park. **Commissioner Conner** agreed that one of the requests was for 706 Beecher Street. **CM Minner** continued to say that the lots are directly across from the main entrance to Berry Park and the lots are located in the CRA. Therefore, this board needs to determine whether they want to donate these lots pursuant to the new policy. Then, immediately following this meeting, the city commission will consider another request from the Leesburg CDC for the former Dabney pool site because that site is city-owned. Commissioner Berry had a number of conversations with him regarding modifications to the process. However, there were some communication errors about the changes between himself, Commissioner Berry, and the city attorney. However, since the city had already received these requests, he felt it was a catalyst to get them on the agenda because he had already received the requests along with emails and telephone calls. He felt pressure from the public to bring this to the board's attention. He also felt pressure from a commissioner who was not yet happy with the policy that was put together. A couple of weeks ago, Commissioner Berry submitted a few modifications that she would like this body to discuss along with the city commission. If we are going to adopt another modification to the policy, this body, as well as the city commission, would need to adopt the same policy. Without complicating the policy, the city commission would be the body that adopts the modifications and under that umbrella the CRA would follow them. At this time, it is important to have a joint conversation about where to go. Again, this consideration was made by Commissioner Berry, and the board can provide influence about how this policy may or may not be adopted or modified. There were a number of things that she wanted the body to consider. Summarizing, the biggest issue was with the clearing house of lots. When he said "a clearing house of lots", he meant the process that the city attorney went through with the vetting of the lots so they are publicly able to be disposed of. According to state statutes, we have to advertise the lots for a certain amount of time. However, that advertisement was not what Commissioner Berry had in mind. He believed Commissioner Berry was looking for a full disclosure of the city's inventory for anyone in the community wanting to apply for a lot. That was important to her because maybe one organization or another may know more about what we have in inventory than what is typically publicly advertised for disposal. Commissioner Berry wanted to make an even level playing field for the entire community. That way, everybody knows what we have available that could be doled out and the existing policy that was adopted does not include that process. Essentially, the lots being considered tonight are ready for consideration. The commission can choose to do nothing with the lots, sell the lots, or donate the lots; however, these lots have been legally vetted and we have clear titles. They are in a position to manage

these lots however they see fit. The question then becomes whether they want to modify the policy pursuant to that action. So, the first order of discussion is whether to modify or not modify the policy.

Commissioner Berry thanked the city manager for the introduction. She had a few changes she wanted to add, but for the most part, what has been said was her understanding of the process. They have two proposals submitted for surplus lots. The concern she had was not the process, it was the allocation of the lots after they had clear title. She wants to move the lots, but she wants to move them with a clear understanding and a better-defined process that would be equitable for all. That means any and all nonprofit organizations can purchase or ask for a donation. The purpose is to establish a clear and transparent method for the disposition of vacant lots throughout the City. The primary goal is to develop affordable single-family homes by partnering with nonprofit organizations. With that understanding, things evolve and may require them to review and amend the process as needed. She heard the comments and concerns, and she was ready to move forward. However, she asked that they understand this is not a new process; she just wants to clean it up and complete the existing process. The first thing she wanted to have some discussion about is how some of the organizations in the city have knowledge about what lots are on the books if they were never advertised to the public. How did those organizations know about the lots? How did they know to apply or request the lots? How was that information communicated? We have six organizations on the list and these six organizations know how to request lots. The advertisement for the lots appeared in the Daily Commercial on March 20th. It was advertised for thirty days, which meets the statute requirement for disposal of property by community redevelopment agency guidelines. When the city manager made his report to the city commission on November 12th, these ten lots were discussed as being ready to either sell or donate with clear titles. When she requested information about the allocation process, the mayor suggested that she create one. There are two processes out there which she has concerns about. It does not make sense, and it is not fair to everyone else. There is no formal application process, so there could be other non-profit organizations out there that do not know anything about this process. Also, the request for lots should include detailed projects, proposals, development plans, project timeline, budget, proof of financial capacity and evidence of experience with affordable housing development. However, she did not want to give away a lot to someone who might start the project and, for whatever reason, be unable to complete it. That would put us back at square one with blight, and then we would not own the property. No timeline has been put into place for the application submission, so a typical application process would have an open end. At this time, we do not have that included in the instructions or processes. Also, is the eligibility of a nonprofit clear? The city manager just explained that churches would be allowed to receive a lot as a gift, or they could purchase it as long as they are not doing any church business. Under Section D, of the details of lots, it says, "lots shall be donated on a first-come, first-served basis." It is impossible to have a fair process if the points are not outlined. It is only fair if everyone receives notice of availability at the same time. There should be an application even if it is a downloadable application with a cutoff date for when applications will no longer be received. That would make a fair process. If we receive a request from two or more organizations for the same lot, then we could need to create a vetting mode. She recommended adopting a lottery drawing process for the disposition of surplus lots. All future requests received should be made to go through an application process with predetermined timelines for the application access that includes a deadline for submission. The applications should be completed online with a timed submission and deadline and no applications will be accepted after that deadline. Once the deadline has passed, all applications will be vetted to determine eligibility and the applicants must appear at a CRA meeting for a lottery drawing. The applicants will select a number to determine who gets to draw first in the lottery. However, the city will ensure that all available lots are clear on the books. This process would allow for the disposal of lots in a more equitable manner and give clear fairness for everyone to participate.

Chairperson Burry wanted to know more about the lottery process. Would that lottery process only happen when there are two or more nonprofit organizations desiring the same lot? **Commissioner Berry** answered no. The lottery process would be the general process for all lots. Everyone would have an

opportunity to draw and whatever they draw, that would be the lot they get. Right now, no one knows what lots are available. So, if another church is interested in building a home, they do not know about the lots because they are not advertised. Once we advertise, there will be a window for the application process that includes all the requirements she ran through. We would come to a CRA meeting for a lottery draw where the applicants picked a number and whoever picked number one would draw first to see what lot they got. That would be fair. **CM Minner** replied that he understands what has been said. However, there has been a lot of chatter in the community and, to date, the city has not received duplicate requests. He suggested that if we were to vet these publicly, it would be a first come, first served basis. They could create a simple policy that states if there was a duplicate request that it go to a lottery. He would not force them into a lottery process unless absolutely necessary. **Commissioner Berry** stated she knew the West Leesburg CDC had requested lots, and they were told the lots were already taken, so they had to select another lot. She believed they requested two lots. Another concern was with the request from the Christian Worship Center. They requested the lot at 1111 Beecher Street (alt key 1174571), but the letter received was from the Leesburg CDC. So, who was actually requesting the lot, because that was unclear. **CM Minner** asked about the date of the CWC letter. However, for the record, the request on file came from the Leesburg CDC and the commission should disregard the CWC request. **Commissioner Berry** replied that she was looking at the information provided in the packet.

John Christian, Chairperson of the Leesburg CDC, said Commissioner Berry was correct. There may have been duplications, but as a non-profit, they all work together. In fact, the housing manager can vouch that Homes in Partnership also asked for the same lot. It was just a phone call to the nonprofit and there was no problem. They said they could have that lot. In the nonprofit world, we all work together with the city government. It is a donation, so there is no argument or fussing because they appreciate whatever the city allows them to have. The request tonight was from the CDC of Leesburg. The CWC and the CDC work hand in hand. The consideration tonight was for the CDC. If they grant that lot to the CDC, there would be no complaints from the CWC or any other nonprofit, because we are all appreciative of whatever the city provides. He heard the consideration. However, if they are going to tell him to provide a proposal for what he wants to put on a lot without knowing what lot they are going to get, they can not do that because each lot is different. How are they supposed to determine the size of house without knowing which lot they are going to get? The lots determine the house size. Until the organization knows what lot they are getting, they can not tell them what size house they can put on the lot. This commission is getting too deep into this, and he could promise that the six non-profits in the city are all well-to-do nonprofits. Here in Leesburg, we do not have any concerns about what those non-profits are doing. He was hopeful that the commission would not overly complicate the process. Yes, he does work with the housing department, so he does have an advantage. He was the one that told the city to buy that lot back when he was on the city commission in 1997. They worked with the city commission to get those lots into Leesburg and all six non-profit organizations are well aware of the lots. They need to ask how many nonprofit, affordable housing builders there are in Leesburg. There are maybe five or six and no one is knocking on the city's door to build homes in the most blighted part of the city. If they were to get more knocks, he would be amazed. Yes, his church builds houses because they are a great church, and that is part of their mission. He does not know any other church in this city that builds affordable housing. **Commissioner Berry** responded that he asked how they would know what lot they get, and the lottery process would determine the lot they get. The information about what lot would be handled afterward. The application was submitted for discussion, and it is possible that it could be amended, but it would create a fair process. We do not know if there are any other churches willing to build a single family home because it has never been opened up. **Mr. Christian** pointed out that his application was submitted nineteen months ago, yet they are still talking about the process. The city has been donating and selling lots since he came to Leesburg about twenty-five years ago, and he does not know of any other church in Leesburg that builds affordable houses in Leesburg. **Commissioner Berry** wanted to know if the opportunity was ever offered to them, and did they know lots were available? **Mr.**

Christian stated when he started doing this as a citizen, he approached the city, and got involved. What is happening now is unfair to the people who came in a long time who got involved with the city. Right now she was saying "poo to you" because they took the time to learn. They have taken time away from their families and careers to learn about city government. So, to say they are not going to consider this and open it up is not a fair process. Statutorily, the city did advertise in the newspaper. That is the city's responsibility. If they decide to go further and beyond that, kudos to the city, but they do not have to. However, the city should not punish the people who have been involved because others did not read the newspaper. Everyone has the ability to watch the meetings online, so the commission must understand that they are doing what is statutorily required of them. They have done their job and the responsibility is up to citizens and non-profits. This is his job. He is concerned, and he cares about what happens in his city. That should be everyone's responsibility, not just his. This commission should not penalize people who have gone beyond the call of duty to learn about this city. **Commissioner Berry** said this was by no means a punishment or anything. She just wants everyone to be aware of the available lots. Also, alt key 1174571 is the old Dabney pool site which is owned by the city. It is an acre lot, so the city may want to consider keeping that lot. There are other lots around Berry Park on the list that are of larger size. Once the lots leak into an acre site, the city should consider retaining them. We have ten lots available, and it was agreed upon at the November 12th meeting that we would keep some CRA lots and some city lots. There are lots located on Beecher Street, the old Dabney pool site, there is a lot located right next to the Resource Center, and the lots around Berry Park. The one-acre lots are on Nebraska Street and there was another lot somewhere. However, she wanted to be clear about this because there was an understanding that the city was keeping it. **CM Minner** recommended for this evening's consideration that all requests outside the ones on his desk be considered. It would eliminate confusion between what the CWC has requested and what the Leesburg CDC has requested. For the record, the action tonight is for the requests before them. With respect to the comment made at the November 12th meeting, his goal was to get some type of direction from the commission about how to move forward with the lots. His recommendation at that meeting was that there were some lots in inventory that they may not want to dispose of such as the Dabney pool site, which had been requested. Along with the lots in and around Nebraska and Alabama and the big acreage lots by Berry Park. He went on to further say that any lot greater than an acre, the commission may not want to dispose of. However, the commission never formally adopted that policy, because it was just a discussion, but there was a subsequent request to consider that. He was not going to make a determination based on what he thought the commission was trying to tell him. At that time, there was a request for the Dabney pool site, and he did not think they would want to give that one away. The city has received that request and later during the city commission agenda they will need to consider that. **Commissioner Berry** said she was referring to notes, because she wanted to be clear. The process should be clear and advertisements should be given for anyone to participate. She did not object to the lots for the Christian Worship Center, the Leesburg CDC, or Habitat for Humanity, but there needs to be a cleaner process because that is why we are where we are. Yes, lots have been requested, information has been submitted, and we have been back and forth on getting this cleaned up. She did not think it was fair to go back and say they had to do a re-submission. She was just stating facts about what she found as she dug through it. She saw there were other inconsistencies, and she wanted to be consistent moving forward. She just wanted to point out what she had found and if she was missing something she may want to add it. However, with what we voted at the August meeting, as far as the process and procedures, she did not believe they could use the first come, first served, since no one knows it is a first come, first served basis, because that was not advertised, and we need to be clear. She was not asking the commission to say no, nor was she trying to take anything away. Yes, these are the lots requested, but it was not a fair process because it does not allow others to come forward. If others come forward, and we have two or three other people asking for the same lots, then we have to come up with a lottery. She wanted to know if they wanted more discussion on this, or could she make a motion?

Chairperson Burry stated the floor was hers. **CA Watson** pointed out the notification process for publication and that there is a thirty-day window for the publication to receive applications. That thirty-

day publication time period provides enough timeframe for people to submit an application. If the city wants to give further notices or advertisements outside the newspaper publication, that could be another way to get additional information out. However, it is important for everyone to understand that when the newspaper advertisement window opens for that thirty-day period, that would be the time for everyone to submit their application to the city. They could do a pre-notification that lets everyone know what they are looking at along with the estimated advertisement window. That pre-notification could let them know they need to be looking at the Daily Commercial for the official advertisement. It needs to clarify that there is a statutory timeframe given, and that the city has to stick to it. If they wanted to do that, they could do that informally before the formal newspaper publication is made. **Commissioner Berry** said she understands the thirty-day statute, but the Daily Commercial is not the only place to advertise. We have social media, our city website, and the housing department. We could also utilize the chamber and rotary. She could name a wealth of places that we could use to get that information out. She did not want to limit it to the Daily Commercial because how many people really read the newspaper? **CA Watson** clarified that he wanted to make sure everyone understood that there was a timeframe in place for applications due to the state statute. If the city wanted to expand that time period by putting out a notice before the formal notification, they could do that. **CM Minner** stated with this agenda item they should not allow public comment because this was a consideration for this body, and it was not really germane to public comment. Having said that, he described it as pretty spot-on and there was a disconnect between Commissioner Berry's expectation of a fair playing field on the disposition of lots and the legal requirement that we have done to get clear title. Moving forward, we are trying to make sure there is a fair process of notification that goes beyond the standards of the law, which is reasonable and the city attorney has explained that. Commissioner Berry is seeking that this body modify the policy by adding the lottery, adding a special advertisement for a better disposition of notification of the process that goes beyond state statute requirements. **Commissioner Berry** agreed. **CM Minner** continued to say that the commission needed to debate this and give clear directions to staff whether that be doing nothing because we already satisfy the requirements of the law or do we amend the policy that is already in place. We also need to address the request by the Leesburg CDC. The city is confident that the primary not-for-profit organizations that work with us, the CDC of Leesburg, the West Leesburg CDC, the Lake Action Community agency, and Habitat for Humanity, are familiar with our inventory. For the matter of expediency, they could let Commissioner Berry know there are some modifications that need to be added to the policy, but the two Beecher Street properties are ready to go. He believed there were three directions the commission could go in. They could choose to modify the policy, which then becomes slightly more cumbersome because Commissioner Berry put a lot of intricacies in it. **Commissioner Berry** stated she wanted this to be a fair process with no objections. She does not have any problems with any of the organizations. She knows they are qualified because they have built homes and the district looks better. She was not trying to take away from anything, she just wanted other non-profits to do the same. They do not know about it and she is the one that receives the calls because they are being told no. **CM Minner** pointed out the options are that they can modify, not modify, or blend them and the commission needs to provide a clear direction. **Commissioner Berry** commented that they were only talking about three lots being requested, but what about the other ten lots in general?

CM Minner responded that this body has to deal with the two requests by the Leesburg CDC. If they give these two lots to the Leesburg CDC, they would only be eligible for one more lot in the next three years. So, if they gave the CDC those lots this evening, they would only be able to get one more lot within the next three years. However, they may get another lot during the city commission meeting following this meeting. If they did receive that lot, then they would not be eligible for another lot for three years. **Commissioner Berry** said she was not taking away anything that already existed. She was trying to amend the policy moving forward for future lots as the titles became clear. We cannot continue how we are doing it now because people do not know about it. **Commissioner Pederson** remarked that he has been very vocal about getting these lots off our books because they are costing the city money. We

have to clean and mow the lots, and we are not getting any tax revenue. We have not donated or sold any lots since January 2023. We have to get these lots moving. He respects all the comments about the policy and advertising, but that is about the only thing he would support. We should have always done that, but he would not sit there and say whether it should be placed on the city website or wherever else. He supports getting the word out because maybe it would generate more interest, but he was not convinced that would work even though he hoped it would. However, the rest of it is a little burdensome, and it could run some people off, and we will end up sitting on these lots longer. The whole idea here is to get the lots moving. These lots are located in the Carver Heights area, and it would greatly benefit the CRA to get these moved and have homes built on them. He wanted to get this going, and he was okay with the additional advertising. The other processes would limit nonprofit groups and damage the process.

Commissioner Berry said she would like to use the lottery process. **Chairperson Burry** said he was trying to understand the lottery process. If we have more than one person wanting a particular lot, then he could see a lottery process or a sealed bid or something. However, he did not understand the lottery process. If he were a non-profit organization who wanted to build a house, he would want to see what lot he could. He would come to commission with a plan to get the lot. However, the lottery would not allow him to have that plan because he would not know which lot he was getting. **Commissioner Berry** said they could do the drawing first. The people would get a number, and they would have to come to the CRA meeting to do the drawing. The CRA board would determine and ask the questions because it is important to know what is coming in the area. When we give lots away, we have no control over what they build. **Commissioner Pederson** said, for clarification, with the current process, we donate a lot, and they have one year or eighteen months to break ground, or they have to give the lot back. **CM Minner** said they have to start construction within twenty-four months and the CO needs to be within thirty-six months pursuant to the new policy. **Commissioner Pederson** inquired if that was included in the old policy. **CM Minner** replied there was no policy on that. We would donate the lot and they would build a house. At this point, Commissioner Berry needs to make a motion about how she wants to direct staff to amend the policy, because otherwise, we will just continue to talk about the nuances of this policy. If the majority of the body thinks we need to amend the policy, that would be an appropriate motion. Having said that, if they want a true lottery-type policy on lots, then we need to describe that process. If they want to state a certain month that the city has to put out an advertisement that says we are going to have a lottery on certain lots, then this body and/or the city commission needs to clarify which lots to get rid of. We could have Carver Heights CRA lots one through seven in the hopper, and we could include city lots in the hopper. We could then invite the public to a meeting on a certain date to spin the wheel. That is an example of a lottery process, and we need to describe that lottery process. If the commission favors the lottery process, that is how it needs to be set up. There could be different levels where it is first come, first served. Then, if we have a competing demand, then we could play a lottery. We can write the process that way too. **Commissioner Pederson** said they are acting like there is a line going out the door for these lots. **Commissioner Berry** said they did not know that. **Commissioner Pederson** pointed out that there was no line going out the door for these lots because we are sitting on thirty-something lots. **Commissioner Berry** stated they did not have clear titles for all the lots at this point, so we are not able to do anything and that could be the reason why we have so many lots sitting. **Commissioner Pederson** said all they are doing is spinning circles on this. **CM Minner** encouraged the commissioner to make a motion. **Commissioner Connell** wanted to verify that if an organization had already received three lots, they would not be able to come back for three years. **CM Minner** agreed. **Commissioner Pederson** agreed and said the new policy says if they get three lots they have to wait three years. **CM Minner** continued to say if they gave the lots to the CDC tonight, then those lots would not be in the lottery, and the CDC would now have two lots, so they would only be eligible to get one more. **Commissioner Berry** said that was the request. **CM Minner** commented that they are requesting three lots, but two of the lots are in the CRA and the other one will go before the city commission. **Commissioner Berry** mentioned that all she was saying was that moving forward the process was not clear. **Commissioner Conner** asked about the two lots in the Carver Heights CRA. Why didn't the West

Leesburg CDC have an opportunity to grab those lots? **CM Minner** pointed out that that was Commissioner Berry's concern. She did not think each organization had an opportunity or fair notice of the lots.

Commissioner Pederson pointed out that John Christian said they communicate with each other, so all these groups knew about the lots. **Commissioner Conner** disagreed. If these lots are in this CRA, and the West Leesburg CDC was there, why did they not have an opportunity to say they wanted the lot at 706 Beecher Street? That is where communication dropped the ball. **Chairperson Burry** stated he was not sure, but the West Leesburg CDC had just recently decided to start building with their money. **CM Minner** said he could not answer why the West Leesburg CDC did not know about the lots. However, the West Leesburg CDC was not funded the same way as the Leesburg CDC. Plus, the West Leesburg CDC may not be able to move forward with this due to organizational reasons, but the West Leesburg CDC has made strides in the past year or so as far as different investments once they received the \$750,000 in funding from the city. However, from the overall city perspective, and the most important thing is that, since the decree, the city has been extremely active in investing in the minority community, whether that be through the Leesburg CDC or the West Lesburg CDC. We have invested \$750,000 of American Recovery Act money into both organizations. We purchased the pool from the CDC and made an investment in the Pine Street district. We built the gym and a Teen Center. We also built the Resource Center along with under-grounding the utilities in Carver Heights. As a representative of the city, the city has done a good job since we were told we needed to invest. Frankly, this argument has become extremely semantical about whether it is east or west. It should be about all of Leesburg, it is about all of our minority community and this body has done an excellent job of investing in that. In all honesty, this is a frustrating process for him as the manager, and he can only imagine how frustrating it is for them. Everybody wants to do a good job and there are ways to keep the ball rolling while we straighten out the semantical issues. So, why did the West Leesburg CDC not request lots? He does not know.

Fred Griffin Jr., President of the West Leesburg CDC, said they were never offered an opportunity, whether funding was there or not. They were never given the opportunity. If they go back and look at the inventory, they have zero from West Leesburg CDC that ever got any lots from the city. He wanted to make sure it was clear for the record whether they had funding or not. They were never given the opportunity. Moving forward, they will be given the opportunity. When the process first came out, he sent four different requests, because he wanted to make sure it was a public record since he saw where it was going. He sent four different requests, and three were kicked back, so he was basically left with crumbs. When saying that, he was referring to the West Leesburg CDC. For the record, he is at the office every single day. He works nine to five and gets paid zero. Moving forward together, they can continue to do what is best for the community. He has listened to their concerns, and he is advocating to the best of his ability, but he is getting aggravated.

Commissioner Berry made a motion to adopt the surplus lots to be allocated via the lottery system with the understanding that the lots presently requested from the six organizations are all dispersed via a lottery system. Moving forward, we will use the lottery system as a way of determining who gets what. The second part of the motion is for the next round and all subsequent allocations, that they be done via lottery with the understanding that the current policies and procedures will be modified to include the lot allocation and establish the allocation as outlined in the proposal that was submitted. The advertising must be done beforehand, and there will be no first come, first served. This will provide an equal opportunity for everybody. It will not just be for the East and West Leesburg CDC. It would be for anyone who has a non-profit who is willing to come in and provide whatever, because it does not have to be a home, it could be something else. However, it would be for the first time, homeowners.

Commissioner Connell seconded the motion.

Chairperson Burry asked if there was any other discussion. **Commissioner Reisman** stated he was a little confused about the motion. Could she explain the first part again? **Commissioner Berry** answered that

the first part of the motion was that they adopt the surplus lots to be allocated via a lottery system. **Commissioner Reisman** wanted to confirm that it was for the current lots in inventory and that she wanted them to all be disbursed through a lottery. **Commissioner Berry** said no. The current lots that we have in inventory, the ten lots she would like to use the lottery system, but because the requests had been made per the letter that they have here for the three, she would move forward with those. **Commissioner Reisman** wanted to know if she was marrying the two policies and then approving the two properties on Beecher. **Commissioner Berry** said yes. **Commissioner Reisman** confirmed that she wanted to marry the two policies and then approve the two properties on Beecher. The married policy would be the existing policy and what she was proposing. **Commissioner Berry** said yes. **CM Minner** asked for clarity. Did she want to do option "c"? Did she want the city to move forward with modifying the policy, and did she want to go ahead and donate the two lots on Beecher Street that were being requested by the Leesburg CDC? **Commissioner Berry** said it sounded like they did not have a choice based on what was said about the warranty deed. Do the motions need to be separate? **CM Minner** agreed she should separate the motions. **Commissioner Berry** wanted to know if she needed to repeat it again. **CM Minner** answered yes. **Commissioner Connell** withdrew his second to the motion. **CM Minner** said that Commissioner Berry needed to withdraw her motion and to break it up. **Commissioner Berry** withdrew her motion.

Commissioner Berry made a motion to adopt the surplus lots that have been submitted for this particular letter by the Leesburg CDC, with the understanding that the lots presently requested by the five organizations will be dispersed via a lottery system.

Chairperson Burry wanted to verify that this excluded the two lots on Beecher Street. **Commissioner Berry** said yes. **Chairperson Burry** confirmed that this covers everything moving forward outside the two on Beecher Street. **CM Minner** wanted to know how many requests were on file. **Chairperson Burry** said one. **CM Minner** said that was the problem with the motion. **Commissioner Berry** responded, no, it was not. **CM Minner** continued to say that the other organizations that had requested lots there are dealing with them the same. **Commissioner Berry** stated that was what they had here. There were nine lots provided. **CM Minner** said no and asked for the list she was referring to. **Commissioner Berry** questioned if she had the request list. **CM Minner** said there was another list with yellow highlights. That was the list. It is a public record, and it has been handed out. That was the list they put together after their discussion on November 12th. It is a public record and anyone can get it. That list covers all the lots. It was divided up and shows what lots the city has and what lots the Carver Heights CRA has. The ones tagged in yellow are ones that have been through a vetting process that have clear titles. The CRA or the city can deal with the yellow-highlighted lots in some fashion. The formal request that we are dealing with tonight is from the Leesburg CDC. They requested two lots on Beecher Street (alt numbers 167447 and 167455). These are the two that this body is currently dealing with. The way he would word the motion is to instruct staff to modify the lot donation policy to address a lottery and a more fair system of public information along with a more fair system to notify the public about how lots may be donated. That would then trigger him and the housing director to modify the policy. They will write something up and bring it back to this body. They will deal with the lot donation policy to modify it. That would be step one. He recommended moving to the next item to consider the donation of two lots to the Leesburg CDC. All the while, the Leesburg CDC knows that when they get that warranty deed they have to follow the current policy or, as may be amended, which puts them on the clock. They can only get one more lot within the next three years. They will get their lots, they go off to construction land, and we go back to the drafting board. While on the drafting board, he would work together with the city attorney so that all the lots get yellow tagged. Once the lots all have yellow tags, they will move into further requests and advertise the properties. Once the requests are received, they will determine if there are conflicts. If there are conflicts, they can use a lottery system. That was not in order, but part one of the motion as amended would get the donation policy modification moving. He asked if

that was where she wanted to head. **Commissioner Berry** said no. **CM Minner** remarked that was how he understood the two motions put forward. The motion on the floor that she may want to put is to instruct staff to modify the donation policy. **Commissioner Reisman** said this motion cannot apply to the Beecher Street properties because there was a resolution item later on the agenda. **CM Minner** agreed. **Commissioner Berry** withdrew her motion.

Commissioner Berry made a motion to modify the donation process to a lottery system as discussed this evening and **Commissioner Connell** seconded the motion.

Chairperson Burry asked if there was any further discussion. There was none.

The roll call vote was:

Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	No
Chairperson Burry	Yes

Six yeas, one nay, the Commission approved the motion.

4. RESOLUTIONS:

- A. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving donation of surplus lots identified as Parcel ID numbers 22-19-24-1000-00D-01500 AND 22-19-24-1000-00D-01400 on Beecher Street in Leesburg, Florida, to the Community Development Corporation of Leesburg, Inc; authorizing the Mayor and City Clerk to execute a Special Warranty Deed conveying the lots; and providing an effective date.**

ADOPTED RESOLUTION 112

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Chairperson Burry requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Conner	No
Commissioner Alderman	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Chairperson Burry	Yes

Six yeas, one nay, the Commission adopted the resolution.

5. ROLL CALL:

Commissioner Pederson had no comment.

Commissioner Berry had no further comment.

Commissioner Conner had no comment.

Commissioner Alderman agreed that the notification process needed to be expanded. With the former Dabney pool property, he would rather see that used as a public facility because it would better serve the community. Part of the CRA is to make things better for the community and, yes, building houses does that, but a public facility right here to host meetings and educational classes would be a great asset for the area.

Commissioner Connell had no comment this evening.

Commissioner Reisman had no further comment tonight.

Chairperson Burry had nothing to comment on.

6. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Reisman and a second by Commissioner Pederson, the meeting adjourned at 6:09 p.m.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: June 9, 2025

From: Sandra Wilson, (Housing Director)

Subject: Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving Home Improvement Grant Award Agreements for Nineteen (19) recipients in the Carver Heights/Montclair Community Redevelopment Area; and providing an effective date.

Staff Recommendation:

On October 9, 2024, the City began accepting applications for the Home Improvement Grant Program, which was specifically allocated for homes located in the Carver Heights/Montclair CRA. The City entered into a revised Memorandum of Understanding with Lake Community Action Agency (LCAA) on January 27, 2025, to provide construction administration services to carry out the work at \$4,000 per home. LCAA will also be providing funding for each eligible grant recipient in accordance with Department of Energy guidelines at a minimum of \$5,500, not to exceed \$8,497, per home. The funding provided by LCAA will serve as the eligible grantee's portion of matching funds, thereby satisfying the covenant for repayment requirement. For those recipients who did not qualify for assistance from LCAA, a five-year lien will be placed on their homes.

A total of \$600,000 was allocated for the program in FY 25 with a total cost of projects of \$445,670, with a 5% contingency of \$22,284 for unanticipated repairs that may be discovered during the home repair process. A total of 19 completed applications were received and are recommended for approval. Each recipient has executed a grant award agreement in the respective amounts shown below:

The recommended grant awards are as follows:

2025 HOME IMPROVEMENT GRANT RECIPIENTS

LAST NAME	FIRST NAME	ADDRESS	PROJECT TOTAL	LCAA GRANT AMOUNT (RECIPIENT GRANT MATCH)		ADMIN FEE (PAID BY CITY)
Lacey	Carmelia	905 McCormack Street	\$ 24,000	\$ 5,500	23%	\$ 4,000.00
Smith	Lesia	816 Talladega Street	\$ 23,450	\$ 5,500	23%	\$ 4,000.00

Niblack Smith	Simonia	808 Georgia Avenue	\$ 25,000	\$ -	0%	\$ 4,000.00
Parker	Joyce	800 Georgia Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Wright	Audrey	909 Talladega Street	\$ 23,500	\$ 5,500	23%	\$ 4,000.00
Timmons	Deborah	2313 Mispah Avenue	\$ 17,575	\$ 5,500	31%	\$ 4,000.00
Crumpler	Angela	1004 Nebraska Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Heron	Ewen	1010 McCormack Street	\$ 23,875	\$ 5,500	23%	\$ 4,000.00
Rogers	Neda	2107 Woodland Blvd	\$ 22,850	\$ 5,500	24%	\$ 4,000.00
Collier	Rozalind	1212 Tuskegee Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Shaw	Mary	2350 Mispah Avenue	\$ 20,020	\$ 5,500	27%	\$ 4,000.00
Reese	Betty	2316 Olivet Avenue	\$ 23,900	\$ 5,500	23%	\$ 4,000.00
Wade	Dorothy	1131 Tuskegee Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Heflin	Katina	2120 Simmons Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Law	Kiwanis	813 Talladega Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Griffin	Lakesha	902 Talladega Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Reese	Joan	2312 Olivet Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
McKenzie	Voncille	2112 Woodland Blvd	\$ 18,500	\$ -	0%	\$ 4,000.00
Peterkin	Verdia	2130 Woodland Blvd	\$ 23,000	\$ -	0%	\$ 4,000.00
			\$ 445,670	\$ 88,000	20%	\$ 76,000
5%			\$ 22,284			

Contingency						
TOTAL			\$ 467,954			
				TOTAL CITY EXPENSE	\$ 521,670	
				CONTINGENCY	\$ 22,284	
				TOTAL CITY BUDGET	\$ 600,000	
				BUDGET VARIANCE	\$ 56,047	

Attached is an inspection report containing an itemized list of repairs for each home. This report was used to allocate the grant awards for each applicant. Staff also recommends approval of providing the City Manager authority to pay \$4,000 per home (\$76,000) to LCAA for inspection and administrative services. The amount will be paid from allocated grant funds, keeping the total expense within the FY 25 budget amount.

The attached grant agreement is the boilerplate agreement. Each recipient has a tailored agreement specific to their respective grant award. Staff is requesting that the Mayor execute each grant award agreement which reflects the amounts shown in the table above.

Analysis:

The Home Improvement Program is a city-wide program that was revised in 2023 to increase the grant amount from \$5,000 to \$25,000 in order to address additional home improvement needs. This activity has been identified as a priority in the Carver Heights Redevelopment Plan.

Procurement Analysis:

Funds have been allocated in the FY 25 budget for the Home Improvement Grant Program.

Options:

1. Approve as presented; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The current Carver Heights CRA includes funds for these grants.

Account No.	017-6190-559-8213
Project No.	CRAHRP
Budget	\$600,000.00
Available	\$600,000.00

RESOLUTION NO. _____

**RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG,
FLORIDA, APPROVING HOME IMPROVEMENT GRANT AWARD
AGREEMENTS FOR NINETEEN (19) RECIPIENTS IN THE CARVER
HEIGHTS/MONTCLAIR COMMUNITY REDEVELOPMENT AREA; AND
PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG FLORIDA;**

THAT the Chairperson and Secretary are hereby authorized to execute Home Improvement Grant Award Agreements with the nineteen (19) grant recipients located in the Carver Heights / Montclair Community Redevelopment Area. Each grant is awarded as listed on the attached Exhibit A.

THAT the City Manager shall have the authority to spend \$4,000 per home grant on administration and inspection services to be conducted by the Lake Community Action Agency, with the expense not to exceed \$76,000.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 9th day of June 2025.

Mayor

ATTEST:

City Clerk

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Angela Crumpler
Property Address: 1004 Nebraska St., Leesburg, FL
Phone: 352-272-3509
Email: Angiestax352@gmail.com
Year Built: 1970
Bedrooms: 3
Bathrooms: 1
Sq. Ft: 1332

Task	Eligible Improvement Category	Detailed Description of Work
Replace Roof & Repair Structural Elements	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Remove the existing roof and install a high-performance, weather-resistant roofing system designed to withstand local climate conditions. Conduct a full structural assessment, repairing or replacing damaged wood along the perimeter and reinforcing soffits where possible to enhance durability and long-term protection.
Install Two New Exterior Doors	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace two outdated exterior doors with premium, energy-efficient models featuring reinforced frames, advanced weather stripping, and thermal insulation. These upgrades will improve home security, reduce drafts, and enhance energy efficiency.
Replace (3) Windows	Replacement of windows	Replace three existing windows to improve insulation, minimize heat loss, and provide superior protection against extreme weather conditions. Each installation includes proper flashing, high-quality sealing, and professional insulation to maximize performance.
Cabinetry & Countertops	Mold Remediation	Remove water-damaged kitchen cabinetry and countertops due to moisture intrusion. Install durable, moisture-resistant cabinetry and countertops to prevent future mold growth and ensure a safe, functional kitchen environment.
Install New Flooring in Laundry Room	Mold and Moisture	Replace moisture-damaged flooring in the laundry room with durable, waterproof vinyl plank flooring to prevent mold growth and ensure a long-lasting, safe surface resistant to water exposure and heavy use.
Repair Exterior Walls	Repair of exterior walls in order that the structure may be kept	Inspect, repair, or replace damaged exterior as needed to ensure structural integrity before installing exterior covering (we will determine best solution). This will

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

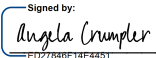
Task	Eligible Improvement Category	Detailed Description of Work
	watertight, free from chronic dampness, weather-tight, includes siding, aluminum trip wrap, and mold remediation, etc.	enhance the home's curb appeal while providing increased weather resistance and insulation.
Replace & Upgrade HVAC System	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.

Project Disclaimer

This scope of work outlines the planned improvements for your home under the City of Leesburg and Lake Community Action Home Improvement Project. Please note:

- 1. **Adjustments May Be Necessary** – During renovations, unforeseen structural issues may require modifications to the original plan. Hidden damage, code compliance updates, or material availability could impact the project scope.
- 2. **Enhanced Solutions When Applicable** – If a superior repair or upgrade option is identified during the process, we may recommend alternative solutions that will improve long-term durability and performance.
- 3. **Documentation & Transparency** – Progress will be documented through photos and videos. Additionally, you may be asked to share feedback on the impact of these home improvements for program reporting and community engagement.

By signing below, you acknowledge your understanding of the proposed improvements, possible changes, and project documentation.

Homeowner Signature:  Signed by: Angela Crumpler
E027040F14E401...

Date: 5/12/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Audrey Wright
Address: 909 Talladega Street, Leesburg, FL 34748
Phone: 352-787-5060
Year Built: 2003
Bedrooms: 3
Bathrooms: 2
Square Footage: 1072

Task	Eligible Improvement Category	Description
Perimeter Fence Construction	Repairs of existing fences and the installation of new fences and gates	Construct and install a new perimeter fence around the property, designed for enhanced security, privacy, and aesthetic appeal, giving the home a more defined and secure boundary.
Security Lighting Installation	Security Lighting Installation	Install energy-efficient security lighting around the home to improve visibility at night, deter potential intruders, and provide a safer environment. Install a new Ring doorbell, offering smart connectivity for added security and convenience, along with client training to ensure effective use of the system's features.
Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace both the front and back doors with insulated, high-security models that provide better thermal performance and increase the home's overall security.
ADA-Compliant Toilet Installation	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install ADA-compliant tall toilets with integrated grab bars in both bathrooms to ensure comfort and accessibility for individuals with mobility challenges.
Bathroom/ Bathtub	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Convert the bathtub into a walk-in shower with accessible entry and updated fixtures to improve safety, functionality, and accessibility for all users, ensuring ease of use and a more suitable living environment.
Replace Carpet in Living Room/ Bedrooms and Hall	Mold and Moisture	Replace moisture-damaged flooring with durable, waterproof vinyl plank flooring to prevent mold growth and ensure a long-lasting, safe surface resistant to water exposure and heavy use
Maintenance HVAC System	Central Heating and Air	Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Seal Ducts to

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Description
		Ensure even distribution and proper ventilation to prevent moisture buildup. Seal Duct Work with tape and mastic

Total: \$23,500

Project Disclaimer

This scope of work outlines the planned improvements for your home under the City of Leesburg and Lake Community Action Home Improvement Project. Please note:

4. **Adjustments May Be Necessary** – During renovations, unforeseen structural issues may require modifications to the original plan. Hidden damage, code compliance updates, or material availability could impact the project scope.
5. **Enhanced Solutions When Applicable** – If a superior repair or upgrade option is identified during the process, we may recommend alternative solutions that will improve long-term durability and performance.
6. **Documentation & Transparency** – Progress will be documented through photos and videos. Additionally, you may be asked to share feedback on the impact of these home improvements for program reporting and community engagement.

By signing below, you acknowledge your understanding of the proposed improvements, possible changes, and project documentation.

Homeowner Signature:

Aubrey D. Wright

Date:

5/8/25

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Betty Reese
Address: 2316 Olivet Ave, Leesburg, FL 34748
Phone: 352-321-0790
Email: reesebetty65@yahoo.com
Year Built: 1978
Bedrooms: 3
Bathrooms: 1
Square Footage: 1000

Task Descriptions:

Task	Eligible Improvement Category	Description
Tree Trimming	Landscaping and tree trimming	Trim trees in the front yard, backyard, and along the sides of the home to ensure safe clearance, prevent damage to the property.
Window Replacement	Replacement Windows	Replace all windows with modern, energy-efficient, impact-resistant models that are professionally installed to improve home security, reduce energy costs, and provide greater weather protection.
HVAC System Installation	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace the front door, utility room doors (interior and exterior), and sliding glass door with secure, insulated alternatives, offering improved energy efficiency and enhanced home security.
Kitchen Cabinetry	Mold and Moisture	Replace kitchen cabinetry and countertops with high-quality, moisture-resistant materials to address water damage, enhance durability, and improve functionality, ensuring a safer and more practical cooking space.
Bathroom Bathtub	Modifications, which improve the accessibility of the structure for homeowners or their children with	Convert the bathtub into a walk-in shower with accessible entry and updated fixtures to improve safety, functionality, and accessibility for all

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

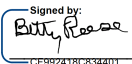
Task	Eligible Improvement Category	Description
	disabilities, such as exterior handicap ramps	users, ensuring ease of use and a more suitable living environment.

Project Disclaimer

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By signing below, you acknowledge your understanding of the proposed improvements, possible changes, and project documentation.

Homeowner Signature:  Signed by: Betty Reese
CF992418C834401...

Date: 4/22/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Carmelia Lacey
Address: 905 McCormack St, Leesburg, FL 34748
Phone: 352-255-5260
Email: meliallacey@aol.com
Year Built: 1959
Bedrooms: 3
Bathrooms: 1
Square Footage: 1344

Task	Eligible Improvement Category	Description
Roof Replacement	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Replace the existing roof with a high-quality, weather-resistant roofing system designed for long-term durability, ensuring reliable protection from the elements for years to come.
HVAC System Upgrade	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Ceiling and Wall Repairs	Mold and Moisture	Repair all areas affected by roof leaks in the living room, bathrooms, kitchen, bedrooms, and dens, providing a uniform look.
Window Replacement	Replacement Windows	Replace all windows with modern, energy-efficient, impact-resistant units, ensuring proper sealing and installation to enhance insulation, security, and energy savings throughout the home.
Porch Repair	Repair or replacement of structurally defective concrete and wood porches, porch	Repair the damaged area under the porch overhang with new pressure-treated wood, applying a primer for added durability and weather resistance to ensure long-lasting and secure repairs.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Description
	overhangs, steps and rails	

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Homeowner Signature:  Signed by: Carmelia Lacey
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Date: 4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Deborah Timmons

Address: 2313 Mispah Ave., Leesburg, FL 34748

Phone: 352-818-0302

Email: dtimmons9463@gmail.com

Year Built: 2021

Bedrooms: 2

Bathrooms: 2

Sq Ft: 1,212

Task	Eligible Improvement Category	Description
Vinyl Fence Installation	Repairs of existing fences and the installation of new fences and gates	Install a high-quality, weather-resistant vinyl fence around the property to enhance security, privacy, and curb appeal. Ensure secure anchoring and proper gate functionality.
Security Lighting Installation	Security Lights Installation	Strategically place energy-efficient LED security lights around the perimeter to improve nighttime visibility, deter intruders, and enhance overall safety.
Back Door Reinforcement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Repair the back door with enhanced security features, anti-pry plates for added protection.
Patio Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Remove and replace the patio door with a durable, lockable, screened-in model featuring improved insulation, weatherproofing, and access control. Ensure smooth operation and long-term durability.
Garage Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Install a new motorized opener for the garage door, ensuring seamless functionality, remote access, and enhanced convenience.
HVAC System Installation	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.

Total: \$17,575.00

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

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Homeowner Signature: _____



Date: _____

5/7/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Dorothy Wade

Property Address: 1131 Tuskegee St Leesburg, Fl

Phone: 407-535-2780

Email:

Year Built: 1950

Bedrooms: 3

Bathrooms: 2

Sq. Ft: 984

Task	Eligible Improvement Category	Detailed Description of Work
ADA-Compliant	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Construct a durable, slip-resistant ramp at the front entrance to improve accessibility from the driveway. Remove patio stones and ensure proper grading for a seamless transition.
ADA-Compliant Toilet Installation	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install (1) ADA-compliant tall toilets with integrated grab bars in both bathrooms to ensure comfort and accessibility for individuals with mobility challenges.
Shower	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Convert the hall bathroom into a walk-in shower to enhance accessibility and functionality, ensuring a user-friendly bathroom space.
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
HVAC	Central Heating and Air	Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

		Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Replace Windows	Replacement of windows	Replace 6 existing windows with, energy-efficient, new units that provide superior insulation, reduce noise pollution, and offer increased protection against extreme weather conditions. Bars on these windows will need to be removed.
Porch Repair	Repair or replacement of structurally defective concrete and wood porches, porch overhangs, steps and rails	Repair the damaged area under the front and back overhang with new pressure-treated wood, applying a primer for added durability and weather resistance to ensure long-lasting and secure repairs.
Doors	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Upgrade front and rear entry points with exterior doors featuring reinforced frames, multi-layer weather stripping, and superior thermal insulation. This enhancement will improve security, reduce drafts, and contribute to long-term energy savings
Walls	Mold and Moisture	Repair wall at exterior back door (hole allowing moisture in) Repair wall waterlogged behind the toilet

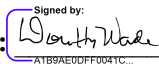
Project Disclaimer

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5. **Alternative Solutions** – If a more effective or durable repair method is identified during construction, we may recommend a better alternative to ensure long-term safety and efficiency.
6. **Photo & Video Documentation** – As part of the project, we will document progress through photos and videos. You may also be interviewed to share your experience and highlight the impact of these improvements.

By signing below, you acknowledge that you understand the proposed improvements, potential changes, and documentation process.

Homeowner Signature: _____

Signed by:

 ATB9AEUDFF004TC...

Date: 4/27/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Ewen Heron
Address: 1010 McCormack Street, Leesburg, FL 34748
Phone: 352-874-6555
Email: ewen1930@comcast.net
Year Built: 1965
Bedrooms: 3
Bathrooms: 1
Square Footage: 2024

Task	Eligible Improvement Category	Description
Security Lighting	Security Lighting Installation	Install security lighting on all four corners of the home to increase visibility and provide added security during the night, helping to deter potential intruders.
HVAC System Replacement	Central Heating and Air	Remove one existing HVAC system (1) and install a state-of-the-art, energy-efficient units with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Siding (Gable) Repair	Repair of exterior walls in order that the structure may be kept watertight, free from chronic dampness, weather-tight, includes siding, aluminum trip wrap, and mold remediation, etc.	Repair and secure detached siding at the back of the home to restore the home’s exterior integrity and improve its overall appearance and weather protection.
Outlet Cover Installation	Repair or replacement of exterior electrical systems & components, including installation of new service	Install additional outlet covers throughout the home to ensure safety and compliance with electrical codes, preventing potential electrical hazards.
Restroom Sink Modification	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Convert the sink in the father’s restroom to a handicap-accessible model to provide improved accessibility and convenience for all users.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Description
Utility Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace the utility door with a secure, insulated unit to improve energy efficiency, enhance home security, and provide better weather protection.
Window Replacement	Replacement Windows	Replace front-facing windows ONLY with energy-efficient alternatives to enhance the home's insulation, increase natural light, and improve energy efficiency.
Toilet Installation & Bathroom Modifications	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install high-efficiency toilets and add a handicap bar in the hall bathroom for improved safety and accessibility, optimizing the bathroom for all users.
Bathroom Shower	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Convert the hall bathroom into a walk-in shower to enhance accessibility and functionality, ensuring a modern, user-friendly bathroom space.
Front Door Widening	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	(If Possible) Widen the front door to meet wheelchair accessibility standards, ensuring ease of access for individuals with mobility challenges. <i>May not be feasible but we will evaluate.</i>

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City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Homeowner Signature:

Signed by:

Ewen Heron

228B9A7760D4740B...

Date:

4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Joan Reese

Property Address: 2312 Olivet Ave, Leesburg, FL 34748

Phone: 407-738-9602

Email: turksva45@cfl.rr.com

Year Built: 1980

Bedrooms: 3

Bathrooms: 1

Sq. Ft: 1066

Task	Eligible Improvement Category	Detailed Description of Work
Trees	Tree Trimming	Trim tree along the side of the home to ensure safe clearance, prevent damage to the property. Cut limbs of trees that overhang the roof.
Porch Repair	Repair or replacement of structurally defective concrete and wood porches, porch overhangs, steps and rails	Replace the damaged area at the carport overhang with new pressure-treated wood, applying a primer for added durability and weather resistance to ensure long-lasting and secure repairs. Repair leaning metal pillar at the entrance as well.
ADA Improvements	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install (2) ADA-compliant tall toilets with integrated grab bars in both bathrooms to ensure comfort and accessibility for individuals with mobility challenges.
Electrical	Repair or replacement of exterior electrical systems & components, including installation of new service	Remove ceiling fans damaged from Water from leaking roof. Roof has since been replaced, but electrical damage occurred due to leak//
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
Replace & Upgrade HVAC System	Central Heating and Air	Remove the existing HVAC system and install, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Detailed Description of Work
Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Door Frame and door need to be replaced/ currently cracked
ADA Improvements	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Convert the existing bathtub into walk-in design featuring an integrated seating area for enhanced safety and accessibility. Upgrade the space with slip-resistant flooring and reinforced grab bars.

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Homeowner Signature:

Signed by:

Joan Reese

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Date: 5/12/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Joyce Parker
Address: 800 Georgia Avenue, Leesburg, FL 34748
Phone: 352-530-1279
Email: williepearl1983@yahoo.com
Year Built: 1998
Bedrooms: 3
Bathrooms: 1
Sq Ft: 1,116

Task	Eligible Improvement Category	Detailed Description of Work
Replace (3) Windows	Replacement of windows	Remove and replace three existing windows with new units. Each window installation includes professional-grade flashing, high-quality weather sealing, and proper insulation to optimize energy efficiency and weather resilience.
Install New Front & Back Exterior Doors	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Upgrade front and rear entry points with exterior doors featuring reinforced frames, multi-layer weather stripping, and superior thermal insulation. This enhancement will improve security, reduce drafts, and contribute to long-term energy savings.
Diagnose & Repair Interior Electrical Issues	Repair or replacement of exterior electrical systems & components, including installation of new service	Conduct a thorough inspection of the home's electrical system to identify faulty wiring and potential hazards. Replace or rewire up to eight non-functioning outlets in accordance with national electrical code requirements to ensure safety, efficiency, and reliability.
Restroom Plumbing Upgrade & Optimization	Mold and Moisture	Evaluate existing restroom plumbing for inefficiencies, leaks, or drainage issues. Expand or reroute pipes as necessary to enhance water flow, optimize drainage, and ensure compliance with modern plumbing standards.
Install High-Quality Storm Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Add a durable, high-performance storm door at the front entry, designed to provide additional insulation, improve security, and enhance curb appeal while offering protection against harsh weather conditions.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Detailed Description of Work
Construct & Install Vinyl Perimeter Fence	Repairs of existing fences and the installation of new fences and gates	Install a heavy-duty, weather-resistant vinyl fence around the property, secured with reinforced anchoring. This upgrade enhances privacy, security, and overall property value while requiring minimal long-term maintenance.
Replace & Upgrade HVAC System	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Repair Exterior Non-Functioning Outlets	Repair or replacement of exterior electrical systems & components, including installation of new service.	Assess and repair malfunctioning outdoor electrical outlets. Replace covers with weatherproof, heavy-duty plastic enclosures to protect against moisture, debris, and environmental wear.
Ceiling Structural Repair	Mold Remediation	Reinforce and repair approximately 8 square feet of sinking drywall in the ceiling above the couch, addressing moisture-related damage to prevent mold growth. This process includes stabilizing the underlying framing, replacing compromised materials, and sealing surfaces to ensure long-term protection and a uniform finish.
Upgrade Interior Flooring	Mold Remediation	Remove damaged flooring affected by moisture and mold due to leaks, and install durable, waterproof vinyl plank flooring throughout the home. This will prevent further moisture infiltration, mold growth, and ensure long-term durability.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

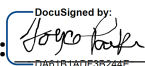
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Homeowner Signature:

DocuSigned by:

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Date: 4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Katina Heflin

Address: 2120 Simmons Ave, Leesburg, FL 34748

Phone: 352-551-6374

Email: katihefl@gmail.com

Year Built: 2001

Bedrooms: 3

Bathrooms: 2

Sq Ft: 1,084

Task	Eligible Improvement Category	Description
Kitchen Cabinetry	Mold and Moisture	Remove and replace kitchen cabinetry and countertops that are falling from the wall due to moisture damage from a previous roof leak. Install moisture-resistant cabinetry and countertops with durable hardware, ensuring proper integration with existing plumbing to prevent further water damage and mold growth.
Drywall Restoration	Mold and Moisture	Repair water-stained drywall in multiple locations, ensuring a smooth and uniform surface. Apply a high-quality primer and professional-grade paint for a refreshed, cohesive look.
Flooring Replacement	Mold and Moisture	Replace existing flooring throughout the home that has been damaged by moisture with durable, water-resistant vinyl plank flooring. Ensure proper subfloor preparation to prevent further moisture issues. Install high-performance attic insulation to improve climate control, reduce energy costs, and prevent moisture buildup, ensuring proper ventilation for long-term efficiency.
Baseboard Sealing & Refinishing	Mold and Moisture	Repair, seal, and repaint water-stained baseboards in the client's bedroom adjacent to the garage wall. Use moisture-resistant materials to enhance longevity and prevent future damage.
Front Door Upgrade	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace the existing front door with a high-quality, glass-accented model featuring superior insulation, enhanced security, and improved natural lighting. Ensure weatherproofing for maximum energy efficiency.
HVAC System Installation	Central Heating and Air	Thoroughly clean and seal the air handler platform using industrial-grade mastic and protective paint to prevent deterioration, improve structural integrity, and maintain a clean, professional appearance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Exterior Electrical Upgrades	Repair or replacement of exterior electrical systems & components, including installation of new service.	Replace all non-functioning exterior outlets with modern, weatherproof-rated units. Install protective plastic guards to shield outlets from environmental damage and ensure long-term reliability.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

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Homeowner Signature:

DocuSigned by:
Katrina Heflin
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Date: 4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Kiwanis Law

Property Address: 813 Talladega St Leesburg, FL 34748
Phone: 352-396-2317
Email: klaw53@yahoo.com
Year Built: 1998
Bedrooms: 3
Bathrooms: 1
Sq. Ft: 1128

Task	Eligible Improvement Category	Detailed Description of Work
Perimeter Fence Construction	Repairs of existing fences and the installation of new fences and gates	Construct and install a new vinyl perimeter fence around the property, designed for enhanced security, privacy, and aesthetic appeal, giving the home a more defined and secure boundary.
ADA-Compliant Toilet Installation	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install (2) ADA-compliant tall toilets with integrated grab bars in both bathrooms to ensure comfort and accessibility for individuals with mobility challenges.
Roof Replacement	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Remove the existing roof and install a high-performance, weather-resistant roofing system designed to withstand local climate conditions. Conduct a full structural assessment, repairing or replacing damaged wood along the perimeter and reinforcing soffits where possible to enhance durability and long-term protection.
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
HVAC Replacement	Central Heating and Air	Remove one existing HVAC system (1) and install a state-of-the-art, energy-efficient units with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

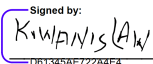
		proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance. Apply high-performance R-11 insulation throughout the attic to enhance thermal resistance, prevent heat loss, and improve overall home energy efficiency. This will lead to lower utility bills and a more comfortable indoor environment.
Tree Trimming	Tree Trimming and Landscaping	Trim trees in the front yard, backyard, and along the sides of the home to ensure safe clearance, prevent damage to the property. Cut limbs of trees that overhang the roof.

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Homeowner Signature: 
 Date: 5/12/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Lakesha Griffin

Property Address: 902 Talladega Street, Leesburg, FL 34748

Phone: 352-849-0351

Email: griffinlakesha@gmail.com

Year Built: 1982

Bedrooms: 3

Bathrooms: 1

Sq. Ft: 984

Task	Eligible Improvement Category	Detailed Description of Work
Trees	Tree Trimming	Trim and remove rotted tree in the front yard, backyard, and along the sides of the home to ensure safe clearance, prevent damage to the property. Cut limbs of trees that overhang the roof. Palm tree on the side of the home to be removed or trimmed
Perimeter Fence Construction	Repairs of existing fences and the installation of new fences and gates	Repair damaged areas of the current fence and replace and construct where necessary around the property to enhance security, offer privacy, and define the boundaries of the (front and back yard) home, providing peace of mind for the homeowners.
Kitchen Cabinets	Mold and Moisture	Remove and replace kitchen cabinetry and countertops that have become waterlogged due to ongoing plumbing leaks. Although the units remain attached to the wall, the moisture has compromised their integrity. Install moisture-resistant cabinetry and durable countertops, ensuring all components are properly sealed and integrated with existing plumbing to prevent future water damage and mold growth.
Security Lighting	Security Lighting Installation	Install energy-efficient security lighting around the home to improve visibility at night, deter potential intruders, and provide a safer environment. Install a new Ring doorbell, offering smart connectivity for added security and convenience, along with client training to ensure effective use of the system's features.
Replace Windows	Replacement of windows	Replace all existing windows with, energy-efficient, new units that provide superior insulation, reduce noise pollution, and offer increased protection against extreme weather conditions.
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
Replace & Upgrade HVAC System	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup.
Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Door Frame and door need to be replaced/ currently cracked

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

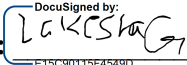
Task	Eligible Improvement Category	Detailed Description of Work
Outlet/ Covers	Repair or replacement of exterior electrical systems & components, including installation of new service	Replace all electrical outlet covers

Project Disclaimer

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- 2. **Alternative Solutions** – If a more effective or durable repair method is identified during construction, we may recommend a better alternative to ensure long-term safety and efficiency.
- 3. **Photo & Video Documentation** – As part of the project, we will document progress through photos and videos. You may also be interviewed to share your experience and highlight the impact of these improvements.

By signing below, you acknowledge that you understand the proposed improvements, potential changes, and documentation process.

Homeowner Signature: 

Date: 5/12/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1**Owner:** Lesia Smith**Address:** 813 Talladega Street, Leesburg, FL 34748**Phone:** 352-617-2053**Email:** lesiasmith49@gmail.com**Year Built:** 1998**Bedrooms:** 3**Bathrooms:** 1**Square Footage:** 1128

Task	Eligible Improvement Category	Description
Flooring Replacement	Mold and Moisture	Replace the flooring to address moisture damage and prevent further issues. Install high-quality, durable materials that meet industry. Carpet in living room and bathroom (Bedrooms and other areas will remain as is)
Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace both the front and back doors with insulated, secure models designed to improve energy efficiency, enhance safety, and provide better protection against the elements.
Tree Trimming	Landscaping and tree trimming	Trim overhanging trees to prevent potential damage to the property and improve the overall curb appeal of the home. This will ensure the trees are maintained and not obstructing the home's exterior.
Fence Construction	Repairs of existing fences and the installation of new fences and gates	Construct a chain-link fence around the property to enhance security, offer privacy, and define the boundaries of the (front and back yard) home, providing peace of mind for the homeowners.
ADA-Compliant Toilet Installation	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities, such as exterior handicap ramps	Install two new ADA-compliant tall toilets in the bathrooms, providing improved accessibility and comfort for all users. This upgrade will enhance bathroom convenience and safety.
Security Lighting Installation	Security Lighting Installation	Install security lighting at the rear of the house to increase safety and visibility, reducing the risk of

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

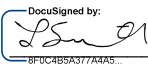
Task	Eligible Improvement Category	Description
		intruders and offering peace of mind during the evening and night.
HVAC System Replacement	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Shower Fixture Replacement	Mold and Moisture	Replace the leaking shower fixtures with water-efficient models to prevent further moisture damage, conserve water, and improve overall bathroom functionality and durability.

Project Disclaimer

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3. **Documentation & Transparency** – Progress will be documented through photos and videos. Additionally, you may be asked to share feedback on the impact of these home improvements for program reporting and community engagement.

By signing below, you acknowledge your understanding of the proposed improvements, possible changes, and project documentation.

Homeowner Signature:  DocuSigned by:
BFD04B5A377A4A5...

Date: 4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1**Property Owner:** Mary Shaw**Property Address:** 2350 Mispah Ave, Leesburg, FL 34748**Phone:** 352-326-9412 or 352-250-5347**Email:** sgtjackieb@embarqmail.com**Year Built:** 1982**Bedrooms:** 3**Bathrooms:** 1**Sq. Ft:** 1036

Task	Eligible Improvement Category	Detailed Description of Work
Electrical Panel	Repair or replacement of exterior electrical systems & components, including installation of new service	Trouble shoot panel for circuit overload and replace door to electrical panel- may require new breakers and internal components.
Replace Garage Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace Garage Door with motorized Door opener
Repair Ceiling & Attic Hatch	Mold Remediation	Inspect and repair all damaged areas of the garage ceiling to address structural weaknesses caused by moisture exposure. Treat and seal surfaces to prevent mold growth and ensure a uniform, smooth finish. Reinforce the attic hatch for a secure, insulated fit, reducing energy loss and minimizing the risk of future moisture intrusion.
Replace Windows	Replacement of windows	Replace all existing windows with, energy-efficient, newunits that provide superior insulation, reduce noise pollution, and offer increased protection against extreme weather conditions.
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
Blow R-11 Insulation	Central Heating and Air	Apply high-performance R-11 insulation throughout the attic to enhance thermal resistance, prevent heat loss, and improve overall home energy efficiency. This will lead to lower utility bills and a more comfortable indoor environment.
Install Grab Bars	Modifications, which improve the accessibility of the structure for	Professionally install heavy-duty, handicap-accessible grab bars in both bathrooms, ensuring proper anchoring for enhanced safety and ease of use for individuals with mobility challenges.

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Detailed Description of Work
Adjust Bathroom Plumbing	Mold Remediation	Inspect and adjust plumbing systems in both bathrooms to correct any drainage inefficiencies, prevent potential leaks, and optimize water flow for long-term reliability. This may include replacing worn-out piping and fittings as needed.
Repair Air Handler Closet Ceiling	Mold and Moisture	Address ceiling damage in the air handler closet, reinforcing structural integrity. Seal all pipe penetrations to prevent air leaks, moisture buildup.
Re-Caulk Hall Bathroom Tub	Mold and Moisture	Remove old, deteriorated caulking and apply premium-grade waterproof caulk around the bathtub in the hall bathroom to enhance water resistance, prevent mold growth, and extend the lifespan of bathroom surfaces.

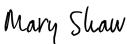
Project Disclaimer

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- 2. **Alternative Solutions** – If a more effective or durable repair method is identified during construction, we may recommend a better alternative to ensure long-term safety and efficiency.
- 3. **Photo & Video Documentation** – As part of the project, we will document progress through photos and videos. You may also be interviewed to share your experience and highlight the impact of these improvements.

By signing below, you acknowledge that you understand the proposed improvements, potential changes, and documentation process.

Homeowner Signature:

Signed by:

F54F0FB7D72340F...

Date: 4/22/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Neda Rogers
Address: 2107 Woodland Blvd, Leesburg, FL 34748
Phone: 352-348-7211
Email: tcj1280@yahoo.com
Year Built: 1961
Bedrooms: 2
Bathrooms: 1
Sq Ft: 1,961

Task	Eligible Improvement Category	Description
ADA-Compliant Bathroom Repair	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities	Convert the existing bathtub into walk-in design featuring an integrated seating area for enhanced safety and accessibility. Upgrade the space with slip-resistant flooring and reinforced grab bars.
Restroom Fixture Upgrades	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities/ Mold Remediation	Install a high-efficiency, ADA-compliant toilet to address accessibility needs and prevent water damage caused by leaks. Replace the existing vanity with a moisture-resistant unit to prevent mold growth and improve long-term durability.
Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Remove and replace the back door with a well-insulated, high-security model that meets modern energy efficiency and weatherproofing standards.
Accessibility Ramp Construction	Modifications, which improve the accessibility of the structure for homeowners or their children with disabilities/ Mold Remediation	Construct a durable, slip-resistant ramp at the front entrance to improve accessibility from the driveway. Remove patio stones and ensure proper grading for a seamless transition.
HVAC System Installation	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Description
		prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Window Replacement	Replacement of windows	Replace all windows with modern, energy-efficient models, ensuring proper installation with professional flashing and sealing.
Bathroom Plumbing Optimization	Mold and Moisture	Diagnose and resolve plumbing issues in the bathroom by replacing outdated or faulty piping to prevent leaks, moisture buildup, and mold growth, ensuring optimal drainage and long-term system reliability.

Project Disclaimer

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By signing below, you acknowledge your understanding of the proposed improvements, possible changes, and project documentation.

Homeowner Signature:

Signed by:

Mda Rogers

96C120AEC589464...

Date: 4/21/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Rozalind Collier

Property Address: 1212 Tuskegee St Leesburg, Fl
Phone: 352-598-1361
Email: rozalindd403@gmail.com
Year Built: 1998
Bedrooms: 3
Bathrooms: 2
Sq. Ft: 1038

Task	Eligible Improvement Category	Detailed Description of Work
Security Lighting	Security Lighting Installation	Install energy-efficient security lighting around the home to improve visibility at night, deter potential intruders, and provide a safer environment. Install a new Ring doorbell, offering smart connectivity for added security and convenience, along with client training to ensure effective use of the system's features.
Repair Exterior Non-Functioning Outlets	Repair or replacement of exterior electrical systems & components, including installation of new service	Assess and repair malfunctioning outdoor electrical outlets. Replace covers with weatherproof, heavy-duty plastic enclosures to protect against moisture, debris, and environmental wear.
Seal Ceiling & Ductwork	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
HVAC	Central Heating and Air	Remove one existing HVAC system (1) and install a state-of-the-art, energy-efficient units with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.
Replace Windows	Replacement of windows	Replace 4 existing windows with, energy-efficient, new units that provide superior insulation, reduce noise pollution, and offer

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

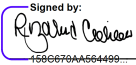
		increased protection against extreme weather conditions. Replace broken ledges outside of home.
Doors	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Upgrade front exterior door featuring reinforced frames, multi-layer weather stripping, and superior thermal insulation. This enhancement will improve security, reduce drafts, and contribute to long-term energy savings
Kitchen Cabinetry	Mold and Moisture	Remove and replace kitchen cabinetry and countertops that are falling from the wall due to moisture damage from a previous roof leak. Install moisture-resistant cabinetry and countertops with durable hardware, ensuring proper integration with existing plumbing to prevent further water damage and mold growth.

Project Disclaimer

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8. **Alternative Solutions** – If a more effective or durable repair method is identified during construction, we may recommend a better alternative to ensure long-term safety and efficiency.
9. **Photo & Video Documentation** – As part of the project, we will document progress through photos and videos. You may also be interviewed to share your experience and highlight the impact of these improvements.

By signing below, you acknowledge that you understand the proposed improvements, potential changes, and documentation process.

Homeowner Signature:  Signed by: Robert C. Cohen
1586679AA564499

Date: 5/16/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Owner: Simonia Smith

Address: 808 Georgia Ave, Leesburg, FL 34748

Phone: 352-250-2065 / 352-323-5152

Email: motherofktj3@gmail.com

Year Built: 2000

Bedrooms: 3

Bathrooms: 1

Sq Ft: 1,248

Task	Eligible Improvement Category	Description
Roof Replacement	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Remove the existing roof and install a high-performance, weather-resistant system engineered to withstand local environmental conditions. Ensure proper flashing, ventilation, and underlayment for long-term durability.
Window Upgrades	Replacement Windows	Replace all existing windows with energy-efficient, impact-resistant models designed to improve insulation, reduce energy costs, and enhance the home's aesthetic appeal. Proper sealing and insulation will be applied for maximum efficiency.
Adjust Bathroom Plumbing	Mold Remediation	Inspect and adjust plumbing systems in laundry room to correct any drainage inefficiencies, prevent potential flooding, and optimize water flow for long-term reliability. This may include replacing worn-out piping and fittings as needed
Side Door Replacement	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Install a new, high-security insulated side door featuring reinforced frames, weather stripping, and upgraded locking mechanisms for improved energy performance and home security.
Exterior Pressure Washing	Mold and Moisture	Professionally pressure wash the exterior of the home to remove dirt, grime, and mildew, addressing any mold issues and preparing surfaces for necessary repairs or future treatments to prevent further moisture damage.
HVAC System Upgrade	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Task	Eligible Improvement Category	Description
		indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup. Install a 15 to 16 SEER HVAC system to further enhance energy savings and performance.

Total: \$25,000

Project Disclaimer

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Homeowner Signature: _____



Date: _____



City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Verdia Peterkin

Property Address: 2130 Woodland Blvd

Phone: 352-787-3810

Email: verdiapeterkin@gmail.com

Year Built: 1962

Bedrooms: 2

Bathrooms: 1

Sq. Ft: 840

Task	Eligible Improvement Category	Detailed Description of Work
Replace Roof & Repair Structural Elements	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Remove the existing roof and install a high-performance, weather-resistant roofing system designed to withstand local climate conditions. Conduct a full structural assessment, repairing or replacing damaged wood along the perimeter and reinforcing soffits where possible to enhance durability and long-term protection.
Install New Exterior Door	Exterior doors, storm doors, patio doors, garage doors and openers, etc.	Replace one exterior door with premium, energy-efficient model featuring reinforced frames, advanced weather stripping, and thermal insulation. These upgrades will improve home security, reduce drafts, and enhance energy efficiency. Repair back frame and threshold at utility room
Trees	Tree Trimming	Trim tree in the front along the sides of the home to ensure safe clearance, prevent damage to the property. Cut limbs of trees that overhang the roof.
Cabinetry & Countertops	Mold Remediation	Remove water-damaged kitchen cabinetry and countertops due to moisture intrusion. Install durable, moisture-resistant cabinetry and countertops to prevent future mold growth and ensure a safe, functional kitchen environment.
Ceiling and Wall Repairs	Mold Remediation	Repair all areas affected by roof leaks in the living room, bathrooms, kitchen, bedrooms, and dens, providing a uniform look.
Seal Duct	Central Heating and Air	Properly seal ductwork
Maintenance HVAC System	Central Heating and Air	Provide A service to unit ensuring the system is functioning correctly for optimal heating and cooling performance. Install premium attic insulation with an R-

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

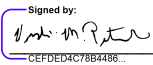
Task	Eligible Improvement Category	Detailed Description of Work
		value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup.

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Homeowner Signature:  Signed by:
CEFD0D4C78B4486...

Date: 5/12/2025

City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

Property Owner: Voncille Mckenzie

Property Address: 2112 Woodland Blvd

Phone: 352-504-5997

Email: vonmckenzie1952@gmail.com

Year Built: 1962

Bedrooms: 3

Bathrooms: 1

Sq. Ft: 1160

Task	Eligible Improvement Category	Detailed Description of Work
Replace Roof & Repair Structural Elements	Repair or replacement to roofs that are aged, damaged or leaking, including gutters, downspouts and splash basins.	Remove the existing roof and install a high-performance, weather-resistant roofing system designed to withstand local climate conditions. Conduct a full structural assessment, repairing or replacing damaged wood along the perimeter and reinforcing soffits where possible to enhance durability and long-term protection.
Seal Duct	Central Heating and Air	Identify and seal all potential air leakage points in the ceiling and ductwork using high-quality materials. This will improve indoor air quality, enhance HVAC efficiency, and reduce heating and cooling costs.
HVAC System	Central Heating and Air	Remove the existing HVAC system and install a state-of-the-art, energy-efficient unit with properly sealed and insulated ductwork, ensuring the system is correctly sized for optimal heating and cooling performance. Install premium attic insulation with an R-value of R-38 (required for the Leesburg region per DOE) to maximize energy efficiency, reduce heat loss, and improve indoor climate control. Ensure even distribution and proper ventilation to prevent moisture buildup.

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City of Leesburg & Lake Community Action Home Improvement Project 2024-2025 Group 1

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Homeowner Signature:

Signed by:

6B5AACEB1E05400...

Date: 5/12/2025



Client Name	Lake CAA Contribution
Mary Shaw	\$ 5,500.00
Angela Crumpler	\$ 5,500.00
Joyce Parker	\$ 5,500.00
Neda Rogers	\$ 5,500.00
Katina Heflin	\$ 5,500.00
Simonia Smith	N/A
Deborah Timmons	\$ 5,500.00
Carmelia Lacey	\$ 5,500.00
Lesia Smith	\$ 5,500.00
Betty Reese	\$ 5,500.00
Ewen Heron	\$ 5,500.00
Audrey Wright	\$ 5,500.00
Kiwanis Law	\$ 5,500.00
Dorothy Wade	\$ 5,500.00
Rozalind Collier	\$ 5,500.00
Lakesha Griffin	\$ 5,500.00
Joan Reese	\$ 5,500.00
Verdia Peterkin	N/A
Voncille McKenzie	N/A
Total Contribution	\$ 88,000.00

Note:

The dollar amount reflected represents Lake CAA's contribution on behalf of the approved clients for the Weatherization Assistance Program. This total includes costs for materials, labor, administrative oversight, and program support required to deliver services effectively and professionally.



CITY OF LEESBURG

HOME REPAIR GRANT AWARD AGREEMENT

THIS AGREEMENT ("Agreement") is entered into by and between the **CITY OF LEESBURG**, a Florida municipal corporation ("City"), _____ ("Grantee/Owner"), and **LAKE COMMUNITY ACTION AGENCY** a private non-profit corporation duly organized and authorized to do business in the state of Florida (EIN: 59-1143962) ("Contractor").

RECITALS:

WHEREAS, on or about October 7, 2024, the City began accepting Home Improvement Grant applications in furtherance of the City's Home Improvement Grant Program (the "Program"); and

WHEREAS, on January 27, 2025, the City entered into a Memorandum of Understanding with Lake Community Action Agency to administer the construction management for the Program in accordance with the most recent amendments to the Program as approved via Resolution 11,969; and

WHEREAS, Contractor certifies that Contractor and its subcontractors, if any, are qualified and possess the required licensure and skill to perform the work required for the Projects; and

NOW THEREFORE, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Contractor agree as follows:

TERMS OF AGREEMENT:

1. **RECITALS.** City for its part, and Contractor for its part, hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The Contract Documents which comprise the entire understanding between City and Contractor shall only include: (a) this Agreement; (b) those documents listed in this section as Exhibits to this Agreement. Each of these documents are incorporated herein by reference for all purposes.

If there is a conflict between the terms of this Agreement and the Contract Documents, then the terms of this Agreement shall control, amend, and supersede any conflicting terms contained in the remaining Contract Documents.

3. **Exhibits to Agreement:** The Exhibits to this Agreement are as follows:
Exhibit A: Scope of Work (City-paid) and Price Proposal
Exhibit B: Department of Energy (DOE) Inspection Report (if applicable)
Exhibit C: Scope of Work (DOE-paid, if applicable)
4. **SCOPE OF SERVICES.** Contractor shall provide all materials, labor, supervision, tools, accessories, equipment, permits, fees, testing, inspections, certifications, and all other things necessary for Contractor to perform its obligations under this Agreement as set forth in the attached **Exhibit A and Exhibit C - Scope of Work** and the Contract Documents. The Scope of Work under this Agreement may only be adjusted by written amendment executed by both parties.
5. **COMPENSATION.** City shall pay Contractor, on behalf of Owner, a maximum limiting amount of _____ (“Contract Sum”) as full and complete compensation for the timely and satisfactory completion of the work in compliance with the Contract Documents. The Contract Sum under this Agreement may only be adjusted by written amendment executed by both parties.
6. **Monthly Progress Payments:** The compensation amount under this section shall be paid by City, monthly, based upon completion of the work as invoiced by Contractor and approved by City. The compensation sought under this Agreement is subject to the express terms of this Agreement and any applicable Federal and/or state laws.
7. **Project Schedule and Progress Reports.** A progress report and updated project schedule must be submitted with each monthly pay request indicating the services completed to date. This report will serve as support for payment to Contractor and the basis for payment in the event project is suspended or abandoned.
8. **Invoice Submission.** Contractor must invoice at least once a month. All invoices submitted by Contractor shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Contractor shall be provided with a cover sheet for invoicing. This cover sheet must be filled out correctly and submitted with each invoice. Contractor shall submit the original invoice through the responsible City Project Manager at: **City of Leesburg Housing Department, Attn: Sandra Wilson, Director** E-Mail: Sandra.Wilson@Leesburgflorida.gov Telephone: **352-728-9765** Address: **P. O. Box 490630, Leesburg, Florida, 34748.**

9. **Payment of Invoices by City.** The City Project Manager must review and approve all invoices prior to payment. City Project Manager's approval shall not be unreasonably withheld, conditioned, or delayed. Payments by City shall be made no later than the time periods established in section 218.735, Florida Statutes.
10. **Withholding of Payment.** City reserves the right to withhold, in whole or in part, payment for any and all work that: (i) has not been completed by Contractor; (ii) is inadequate or defective and has not been remedied or resolved in a manner satisfactory to the City Project Manager; (iii) which fails to comply with any term, condition, or other requirement under this Agreement; or for (iv) representations provided in Contractor's billing statements that are wholly or partially inaccurate. Any payment withheld shall be released and remitted to Contractor within **THIRTY (30)** calendar days of the Contractor's remedy or resolution of the inadequacy or defect.
11. **Excess Funds.** If due to mistake or any other reason Contractor receives payment under this Agreement in excess of what is provided for by the Agreement, Contractor shall promptly notify City upon discovery of the receipt of the overpayment. Any overpayment shall be refunded to City within **THIRTY (30)** days of Contractor's receipt of the overpayment or must also include interest calculated from the date of the overpayment at the interest rate for judgments at the highest rate as allowed by law.
12. **Amounts Due to the City.** Contractor must be current and remain current in all obligations due to the City during the performance of services under this Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.
13. **Tax Exemption.** City is exempt from all federal excise and state sales taxes (State of Florida Consumer's Certification of Exemption 85-8015934594C-5). The City's Employer Identification Number is 59-6000362. Contractor shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the City, if required, nor will Contractor be authorized to use City's Tax Exemption Number for securing materials listed herein.
14. **TIME FOR PERFORMANCE.** Time is of the essence with respect to the performance of all duties, obligations, and responsibilities set forth in this Agreement and the Contract Documents.
15. Contractor shall mobilize and commence work no later than **TEN (10)** working days from the date of issuance of a Notice to Proceed for the project by City. **At no time will the Contractor be allowed to lag behind.**
16. **All work shall be completed by Contractor in a manner satisfactory to the City Project Manager and ready for final payment within FORTY-FIVE (45) days of the start date.**

17. **Weather Days.** Contractor shall submit a written request to the City Project Manager (email is the preferred method) for additional days for which work is suspended or delayed by weather. Weather days shall be reconciled with each monthly pay application for the time period in which the application is submitted and shall be final. Contractor performance and execution of work will be considered in the determination for granting additional days.
18. **Lead Time.** The maximum acceptable lead time on materials is two (2) weeks. The City shall issue a Notice to Proceed (NTP) upon notification of the receipt of materials by the Contractor.
19. **Working Hours.** The normal/standard working hours for this project are 8:00 AM – 5:00 PM Monday through Friday, excluding holidays. No work will be permitted on City observed holidays. Saturday work must be approved, in writing, at least forty-eight (48) hours in advance.
20. The Time for Performance under this Agreement may only be adjusted by Change Order, in the sole and absolute discretion of City. Any request for an extension of the Time for Performance must be submitted in a writing delivered to the City Project Manager, along with all supporting data, within **THREE (3)** calendar days of the occurrence of the event giving rise to the need for adjustment unless the City allows an additional period of time to ascertain more accurate data. All requests for adjustments in the Contract Time shall be determined by City. All claims for extension that have not been timely submitted by Contractor to the City in writing shall be forever barred and waived.
21. As to any delay, inefficiency, or interference in this performance of this Agreement caused by any act or failure to act by City, the Contractor's sole remedy shall be the entitlement of an extension of time to complete the performance of the affected work in accordance with the Contract Documents. Contractor agrees to make no claim for extra or additional costs attributable to said delays, inefficiencies, or interference, except as provided in this Agreement.
22. None of the provisions of this section shall exclude City's right of recovery for damages caused by delays or inefficiencies caused by any act or failure to act by Contractor, to include costs incurred by City for the procurement of additional professional services.
23. **FORCE MAJEURE.** Neither party shall be liable for delay, damage, or failure in the performance of any obligation under this Agreement if such delay, damage, or failure is due to causes beyond its reasonable control, including without limitation: fire, flood, strikes and labor disputes, acts of war, acts of nature, terrorism, civil unrest, acts or delays in acting of the government of the United States or the several states, judicial orders, decrees or restrictions, or any other like reason which is beyond the control of

the respective party ("Force Majeure"). The party affected by any event of force majeure shall use reasonable efforts to remedy, remove, or mitigate such event and the effects thereof with all reasonable dispatch.

24. The party affected by force majeure shall provide the other party with full particulars thereof including, but not limited to, the nature, details, and expected duration thereof as soon as it becomes aware.
25. When force majeure circumstances arise, the parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Contractor performance shall be extended for a number of days equal to the duration of the force majeure. Contractor shall be entitled to an extension of time only and, in no event, shall Contractor be entitled to any increased costs, additional compensation, or damages of any type resulting from such force majeure delays.
26. **INSPECTION AND ACCEPTANCE OF THE WORK.** Contractor shall report its progress to the City Project Manager as set forth herein. All services, work, and materials provided by Contractor under this Agreement shall be provided to the satisfaction and approval of the City Project Manager.
27. The City Project Manager shall decide all questions regarding the quality, acceptability, and/or fitness of materials furnished, or workmanship performed, the rate of progress of the work, the interpretation of the plans and specifications, and the acceptable fulfillment of the Agreement, in his or her sole discretion, based upon both the requirements set forth by City and the information provided by Contractor in its Proposal. The authority vested in the City Project Manager pursuant to this paragraph shall be confined to the direction or specification of what is to be performed under this Agreement and shall not extend to the actual execution of the work.
28. Neither the City Project Manager's review of Contractor's work nor recommendations made by City Project Manager pursuant to this Agreement will impose on City Project Manager any responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident Contractor's furnishing and performing the work.
29. **TERMINATION AND DEFAULT.** Either party, upon determination that the other party has failed or refused to perform or is otherwise in breach of any obligation or provision under this Agreement or the Contract Documents, may give written notice of default to the defaulting party in the manner specified for the giving of notices herein. Termination

of this Agreement by either party for any reason shall have no effect upon the rights or duties accruing to the parties prior to termination.

30. **Termination by City for Cause.** City shall have the right to terminate this Agreement immediately, in whole or in part, upon the failure of Contractor to carry out any obligation, term, or condition of this Agreement. City's election to terminate the Agreement for default shall be communicated by providing Contractor written notice of termination in the manner specified for the giving of notices herein. Any notice of termination given to Contractor by City shall be effective immediately, unless otherwise provided therein, upon the occurrence of any one or more of the following events:

1. Contractor fails to timely and properly perform any of the services set forth in the specifications of the Agreement;
2. Contractor provides material that does not meet the specifications of the Agreement;
3. Contractor fails to complete the work required within the time stipulated in the Agreement; or
4. Contractor fails to make progress in the performance of the Agreement and/or gives City reason to believe that Contractor cannot or will not perform to the requirements of the Agreement.

31. **Opportunity to Cure Default.** City may, in its sole discretion, provide Contractor with an opportunity to cure any breaches or violations set forth in a written notice of default to Contractor. Contractor shall commence to cure the violations immediately and shall diligently and continuously prosecute such cure to completion within a reasonable time as determined by City. If the violations are not corrected within the time determined to be reasonable by City or to the reasonable satisfaction of City, City may, without further notice, declare Contractor to be in breach of this Agreement and pursue all remedies available at law or equity, to include termination of this Agreement without further notice. Prior to Contractor seeking to terminate this Agreement for any breach or default by City, Contractor shall first be required to give City written notice of any such defaults or breaches and provide the City with a reasonable time within which to cure the same.

32. **City's Remedies Upon Contractor Default.** In the event that Contractor fails to cure any default under this Agreement within the time period specified in this section, City may pursue any remedies available at law or equity, including, without limitation, the following: (1) City shall be entitled to terminate this Agreement without further notice.

1. City shall be entitled to hire another contractor to complete the required work in accordance with the needs of City;

2. City shall be entitled to recover from Contractor all damages, costs, and attorney's fees arising from Contractor's default prior to termination; and
3. City shall be entitled to recovery from Contractor any actual excess costs by: (i) deduction from any unpaid balances owed to Contractor; or (ii) any other remedy as provided by law.

33. Termination for Convenience. City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The City Project Manager shall provide written notice of the termination. Upon receipt of the notice, Contractor shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Contractor shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Contractor as permitted under this Agreement and approved by City.

34. LIQUIDATED DAMAGES FOR LATE COMPLETION. The parties agree that it would be extremely difficult and impracticable under the presently known facts and anticipated circumstances to ascertain and fix the actual damages that City and its residents would incur should Contractor fail to achieve Final Completion and readiness for final payment by the dates specified for each under the terms of this Agreement. Accordingly, the parties agree that should Contractor fail to achieve Final Completion by the date specified, then Contractor shall pay City, as liquidated damages and not as a penalty, the sum of **ONE HUNDRED AND NO/100 DOLLARS (\$100)** per day for each calendar day of unexcused delay in achieving Final Completion beyond the date specified for Final Completion in the Contract Documents.

1. **No Waiver of Rights or Liabilities.** Permitting Contractor to continue and finish the work, or any part thereof, beyond the dates specified for Final Completion and readiness for final payment shall not operate as a waiver on the part of the City of any of its rights under this Agreement. Any liquidated damages assessed pursuant to this section shall not relieve Contractor from liability for any damages or costs of other contractors caused by a failure of Contractor to complete the work as agreed.
2. **Right to Withhold or Deduct Damages.** When liquidated damages are due and owing, City shall have the right to: (1) deduct the liquidated damages from any money in its hands or from any money otherwise due or to become due to Contractor; or to (2) initiate any applicable dispute

resolution procedure for the recovery of liquidated damages within the times specified under this Agreement.

3. **Additional Costs.** In addition to the liquidated damages set forth under this section, Contractor agrees to pay all costs and expenses incurred by City due to Contractor's delay in performance to include inspection fees, superintendence costs, and travel expenses.
4. **Injunctive Relief.** The parties acknowledge that monetary damages may not be a sufficient remedy for Contractor's failure to achieve Final Completion in accordance with the terms of this Agreement, and that City shall be entitled, in addition to all other rights or remedies in law and equity, to seek injunctive relief.

35. **WARRANTY.** Contractor warrants that all labor, materials, and equipment furnished under the agreement are new, of the type and quality required for the Project, and installed in a good and workmanlike manner in accordance with the Contract Documents.

1. Contractor shall guarantee that the work shall be free from any defects in workmanship for a period of not less than **ONE (1) YEAR** from the date of Final Completion.
2. Contractor shall guarantee that the materials provided shall be free from any defects for the longer of: (1) **ONE (1) YEAR** from the date of Final Completion; or (2) the period of warranty provided by any supplier or manufacturer.
3. Contractor shall obtain for the benefit of City and Owner all standard warranties of subcontractors, suppliers, and manufacturers of all material, equipment, or supplies manufactured, furnished, or installed. All written warranties for work, materials, or equipment supplied must be provided to the City Project Manager before final payment will be authorized.

36. **DELAYS AND DAMAGES.** The Contractor agrees to make no claim for extra or additional costs attributable to any delays, inefficiencies, or interference in the performance of this contract occasioned by any act or omission to act by the City except as provided in the Agreement. The Contractor also agrees that any such timely reported delay, inefficiency, or interference shall be compensated for solely by an extension of time to complete the performance of the work in accordance with the provision in the standard specification.

37. **PERFORMANCE EVALUATION.** At the end of the contract, City may evaluate Contractor's performance. Any such evaluation will become public record.

38. **NOTICE REGARDING FAILURE TO FULFILL AGREEMENT.** Any contractor who enters into an Agreement with the City of Leesburg and fails to complete the contract term, for any reason, shall be subject to future bidding suspension for a period of **ONE (1)** year and bid debarment for a period of up to **THREE (3)** years for serious contract failures.
39. **CONTRACTOR REPRESENTATIONS.** Contractor expressly represents that:
1. Contractor has read and is fully familiar with all the terms and conditions of this Agreement, the Contract Documents, and other related data and acknowledges that they are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of the work to be performed by Contractor under this Agreement.
 2. Contractor has disclosed, in writing, all known conflicts, errors, inconsistencies, discrepancies, or omissions discovered by Contractor in the Contract Documents, and that the City's written resolution of same is acceptable to Contractor.
 3. Contractor has had an opportunity to visit, has visited, or has had an opportunity to examine and ask questions regarding the sites upon which the work is to be performed and is satisfied with the site conditions that may affect cost, progress, and performance of the work, as observable or determinable by Contractor's own investigation.
 4. Contractor is satisfied with the site conditions that may affect cost, progress, and performance of the work, as observable or determinable by Contractor's own investigation.
 5. Contractor is familiar with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement whatsoever.
 6. **Public Entity Crimes.** Neither Contractor, its parent corporations, subsidiaries, members, shareholders, partners, officers, directors, or executives, nor any of its affiliates, contractors, suppliers, subcontractors, or consultants under this Agreement have been placed on the convicted vendor list following a conviction of a public entity crime. Contractor understands that a "public entity crime" as defined in section 287.133(1)(g), Florida Statutes, is "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States..." Contractor further understands that any person or affiliate who has been placed on the

convicted vendor list following a conviction for a public entity crime: (1) may not submit a bid, proposal, or reply on a contract: (a) to provide any goods or services to a public entity; (b) for the construction or repair of a public building or public work; or (c) for leases of real property to a public entity; (2) may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and (3) may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

40. **OWNER'S RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of Owner:
1. **Cooperation.** Owner shall cooperate with City and Contractor during the performance of the work. Owner hereby designates City as its agent to oversee and approve Contractor's work and to authorize payment to Contractor for approved invoices.
 2. **Access.** Owner shall grant access to the property subject to this Agreement. Owner may continue to occupy the property subject to this Agreement during Contractor's performance of the work unless otherwise agreed to by City, Contractor, and Owner. City shall not be responsible for relocating Owner during the pendency of the work.
 3. **Personal Property and Storage.** Owner agrees to remove any personal property within the project construction area so as to not interfere with the progress of the work. Owner shall ensure Contractor has easy access in and around the project construction area for the operation of equipment required for the performance of the work. Owner will allow for the necessary movement and replacement of rugs, furniture, and/or storage boxes as necessary for Contractor's performance of the work. Owner shall be responsible for procuring at Owner's sole expense any needed external storage. City shall not be liable for damage to Owner's personal property due to Owner's failure to remove said personal property pursuant to this section.
 4. **Pets.** Owner shall secure any and all pets in a location which does not interfere with the performance of the work or the Contractor's ability to fulfill its requirements under this Agreement. All pets shall be the sole responsibility of the Owner at all times hereunder.

5. **Utilities.** Owner shall furnish and allow the use of electricity and water by Contractor at no additional cost to City or Contractor during Contractor's performance of the work.
6. **License to Photograph Property.** Owner expressly grants to City the right to photograph or film images of the property subject to this Agreement, including the exterior and interior of the home or other structure, for documentation, education, and publicity purposes provided that such use shall not be for commercial purposes.
7. **Color Coordination.** All colors for all materials shall be chosen by Owner at the time of execution of this Agreement from the pre-selected options provided by the Contractor. This section applies, but is not limited to, color selection for roofing, windows, interior and exterior paint, cabinets, flooring, plumbing fixtures, doors, trim, and appliances.
8. **Homeowner's Insurance.** No insurance is provided by City under this contract to cover Owner. City recommends that Owner obtain a homeowner's insurance or other comparable policy that is sufficient and adequate to produce Owner's interests and/or liabilities.
9. **Covenant for Repayment.**

In accordance with the provisions of the Home Improvement Grant Program guidelines, the Owner has been determined to be eligible and will receive additional financial assistance through the Lake Community Action Agency Weatherization Program in an amount not to exceed \$8,497, which shall serve as the cash match for the CRA grant; therefore, no covenant for repayment will be required.
10. **No City Warranty.**

Grantee understands, agrees, and acknowledges that City does not warrant or guaranty Contractor's work or materials. Grantee shall look solely to Contractor and any warranties provided by Contractor to the extent there is any defective work or performance by Contractor.

41. **CONTRACTOR RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of Contractor:

1. Contractor shall competently and efficiently supervise, inspect, and direct all work to be performed under this Agreement, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Contractor shall be responsible to

see that the finished work complies accurately with the contract and the intent thereof.

2. Contractor shall have a competent resident job superintendent at the project worksite. Contractor's superintendent shall be the Contractor's primary representative at the project worksite and shall have authority to act on behalf of Contractor. Any and all directives given to the superintendent shall be binding on Contractor.
3. Contractor shall be solely responsible for the means, methods, techniques, sequences, or procedures of construction and safety precautions or programs incident thereto.
4. Contractor shall comply with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement, to include obtaining all permits, licenses, and other authorizations necessary for the prosecution of the work and be responsible for all costs associated with same.
5. Contractor shall operate and cause all construction equipment and materials supplied for or intended to be utilized in the Project to be operated and stored in only those areas prescribed by City. This includes the operations of workmen.
6. Contractor shall be fully responsible for receipt, inspection, acceptance, handling, and storage of all construction equipment and materials supplied for or intended to be utilized in the Project, whether furnished by Contractor or City. Contractor shall be responsible for providing adequate safeguards to prevent loss, theft, damage, or commingling with other materials or projects.
7. Contractor shall be fully responsible for all acts and omissions of its subcontractors, employees, and other persons or organizations directly or indirectly employed by them.
8. Contractor shall utilize competent employees during the performance of the work. At the request of City, Contractor shall replace any incompetent, unfaithful, abusive, and/or disorderly person under Contractor's employ. City and Contractor shall each promptly notify the other of any complaints received. Smoking is prohibited at the Project worksite and Contractor shall ensure that its employees, subcontractors, and employees of its subcontractors abide by City's smoking regulations.
9. All Contractor and subcontractor vehicles shall have their company names located on the sides and all personnel shall be required to wear company attire. Contractor shall coordinate services with the City's Project Manager.

10. Contractor understands the use and/or possession of alcohol or drugs on a work site is strictly prohibited. This is defined as either coming to the work site under the influence of alcohol/drugs or the use of alcohol/drugs on the work site. Contractor shall inform its subcontractors and employees of this policy. This policy shall be enforced at all times, including lunch, and before and after working hours on the site. Violation of this policy by Contractor, its employees, or its subcontractors shall be grounds for immediate termination of this Agreement by City and/or Owner.
 11. Normal working hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday. Any changes in the work hours must be agreed to by City, Owner, Contractor, and any subcontractors.
 12. Contractor shall not display any signs, posters, or other advertising matter in or on any part of work or around the site thereof without the specific approval in writing by City.
 13. Contractor shall promptly secure all necessary permits, inspections and approvals required and allow inspections of all work by authorized personnel.
 14. Contractor shall continue its performance under this Agreement during the pendency of any dispute or disagreement arising out of or relating to this Agreement, except as Contractor and City may otherwise agree in writing.
42. **RESPONSIBILITIES OF CITY.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of the City:
1. City shall serve as agent for Owner and administer this Agreement for Owner as it is necessary to ensure the satisfactory performance of this Agreement.
 2. City shall pay Contractor on behalf of Owner for the timely and satisfactory performance of the Work required under this Agreement up to the maximum Grant Award of Twenty-Five Thousand Dollars (\$25,000.00).
 3. City will require and enforce Contractor compliance with the terms, conditions, and procedures set forth in this Agreement.
 4. City shall issue all communications to Contractor. City has the authority to request changes in the work in accordance with the terms of this Agreement and with the terms in **Exhibit A – Scope of Work**. City has the authority to stop work or to suspend any work for any reason.

43. **NO EXCLUSIVITY.** It is expressly understood and agreed by the parties that this is not an exclusive agreement. Nothing in this Agreement shall be construed as creating any exclusive arrangement with Contractor or as to prohibit City from either acquiring similar, equal, or like goods and/or services or from executing additional contracts with other entities or sources.
44. **RIGHT OF ACCESS AND OTHER WORK PERFORMED BY THIRD PARTIES.** City may perform additional work related to the Project itself, or have additional work performed by utility service companies, or let other direct contracts therefore which shall contain General Conditions similar to these. Contractor shall afford the utility service companies and the other contractors who are parties to such direct contracts (or City if City is performing the additional work with City's employees) reasonable opportunity for the introduction and storage of materials and equipment and the execution of work and shall properly connect and coordinate his work with theirs.
1. If any part of Contractor's work depends for proper execution or results upon the work of any such other contractor or utility service company (or City), Contractor shall inspect and promptly report to City in writing any latent or apparent defects or deficiencies in such work that render it unsuitable for such proper execution and results. Contractor's failure to so report shall constitute an acceptance of the other work as fit and proper for integration with Contractor's work except for latent or non-apparent defects and deficiencies in the other work.
 2. Contractor shall do all cutting, fitting, and patching of work that may be required to make the parts come together properly and integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering their work, and will only cut or alter their work with the written consent of City.
45. **STORAGE OF MATERIALS/EQUIPMENT.** Contractor shall be fully responsible for receipt, inspection, acceptance, handling, and storage of equipment and materials (whether furnished by Contractor or City) to be utilized in the performance of or incorporated into the work.
46. **APPLICABLE FEDERAL PROVISIONS.**
1. **Civil Rights Act of 1964.** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

2. **Equal Employment Opportunity.** Contractor shall comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 3. **Copeland Anti-Kickback Act.** Contractor shall comply with the provisions with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
47. **COMMERCIAL AUTO LIABILITY INSURANCE.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial auto liability insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage arising out of Contractor’s operations and covering all owned, hired, scheduled, and non-owned automobiles utilized in said operations. If Contractor does not own vehicles, Contractor shall maintain coverage for hired and non-owned automobile liability, which may be satisfied by way of endorsement to Contractor’s Commercial General Liability policy or separate Commercial Automobile Liability policy.
48. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial general liability insurance with limits not less than:
1. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate (or project aggregate, if a construction project) for bodily injury, property damage, and personal and advertising injury; and
 2. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate (or project aggregate, if a construction project) for products and completed operations.
 3. Policy must include coverage for contractual liability and independent contractors.
 4. The City, a Florida municipal corporation, and its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liabilities arising out of activities performed by or on behalf of Contractor. This coverage shall contain no special limitation on the scope of protection to be afforded to the City, its officials, employees, and volunteers.

49. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.** Contractor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement adequate workers' compensation and employer's liability insurance covering all of its employees in at least such amounts as required by Chapter 440, Florida Statutes, and all other state and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable. Contractor shall similarly require any and all of its subcontractors to afford such coverage for all of its employees as required by applicable law. Contractor shall waive and shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City of Leesburg and its officers, employees, and volunteers for all losses or damages. Contractor's policy shall be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or its equivalent. **Exceptions and exemptions to this Section may be allowed at the discretion of the City's Risk Manager on a case-by-case basis in accordance with Florida Statutes and shall be evidenced by a separate waiver.**

50. **MISCELLANEOUS INSURANCE PROVISIONS.**

1. Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability or obligations under this Agreement. City does not in any way represent that these types or amounts of insurance are sufficient or adequate enough to protect Contractor's interests or liabilities or to protect Contractor from claims that may arise out of or result from the negligent acts, errors, or omissions of Contractor, any of its agents or subcontractors, or for anyone whose negligent act(s) Contractor may be liable.
2. No insurance shall be provided by the City for Contractor under this Agreement and Contractor shall be fully and solely responsible for any costs or expenses incurred as a result of a coverage deductible, co-insurance penalty, or self-insured retention to include any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.
3. Certificates of Insurance. No work shall be commenced by Contractor under this Agreement until the required Certificate of Insurance and endorsements have been provided nor shall Contractor allow any subcontractor to commence work until all similarly required certificates and endorsements of the subcontractor have also been provided. Work shall not continue after expiration (or cancellation) of the Certificate of Insurance and work shall not resume until a new Certificate of Insurance

has been provided. **Contractor shall provide evidence of insurance in the form of a valid Certificate of Insurance (binders are unacceptable) prior to the start of work contemplated under this Agreement to: City of Leesburg. Attention: Housing Department, Address: P O Box 490630, Leesburg, FL 34748, EMail: Sandra.Wilson@Leesburgflorida.gov.**

Contractor's Certificate of Insurance and required endorsements shall be issued by an agency authorized to do business in the State of Florida with an A.M. Best Rating of A or better. The Certificate of Insurance shall indicate whether coverage is being provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.

4. City as an Additional Insured. The City of Leesburg shall be named as an Additional Insured and Certificate Holder on all liability policies identified in this Section with the exception of Workers' Compensation and Professional Liability policies.
5. Notice of Cancellation of Insurance. Contractor's Certificate of Insurance shall provide **THIRTY (30) DAY** notice of cancellation, **TEN (10) DAY** notice if cancellation is for nonpayment of premium. In the event that Contractor's insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the certificate holder. Additional copies may be sent to the City of Leesburg at Sandra.Wilson@Leesburgflorida.gov.
6. Failure to Maintain Coverage. The insurance policies and coverages set forth above are required and providing proof of and maintaining insurance of the types and with such terms and limits set forth above is a material obligation of Contractor. Contractor's failure to obtain or maintain in full force and effect any insurance coverage required under this Agreement shall constitute material breach of this Agreement.
7. Severability of Interests. Contractor shall arrange for its liability insurance to include, or be endorsed to include a severability of interests/cross-liability provision so that the "City of Leesburg" (where named as an additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits

51. **SAFETY/ENVIRONMENTAL.** Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Contractor shall make an effort to detect hazardous conditions and shall take prompt action where necessary to avoid accident, injury or property damage. EPA, DEP, OSHA and all other applicable safety laws and ordinances shall be followed as well as American National Standards Institute Safety Standards. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:

1. All employees on the work and other persons that may be affected thereby;
2. All work, materials, and equipment to be incorporated therein, whether in storage on or off the site; and
3. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

All, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, shall be remedied by Contractor. Contractor's duties and responsibilities for the safety and protection of the work shall continue until such time as the work is completed and accepted by City.

52. **TRAFFIC CONTROL AND BARRICADES.** The Contractor shall mitigate impact on local traffic conditions to all extents possible. The Contractor is responsible for establishing and maintaining appropriate traffic control and barricades. The Contractor shall provide sufficient signing, flagging, and barricading to ensure the safety of vehicular and pedestrian traffic at all locations where work is being done under this Agreement.

1. In addition to the requirements set forth in bid, the Contractor shall maintain at all times a good and sufficient fence, railing or barrier around all exposed portions of said work in such a manner as to warn vehicular and pedestrian traffic of hazardous conditions.
2. Should Contractor fail to properly barricade his work or stored material sites in the manner outlined above, the City may have the necessary barricading done, and all cost incurred for said barricading shall be charged to the Contractor.

53. **WORK SITE AND CLEANUP.** Contractor shall confine construction equipment, stored materials, and the operations of workers to only those areas prescribed by City. Daily,

during the progress of the work, Contractor shall keep the premises free from accumulations of waste materials, rubbish, and all other debris resulting from the work. At the completion of the work, Contractor shall remove all waste materials, rubbish, and debris from and about the premises, as well as all tools, appliances, construction equipment and machinery, and surplus materials, and shall leave the site clean and ready for occupancy by Owner. Contractor shall provide an inventory listing of all surplus materials in an area designated by City. Contractor shall restore to their original condition those portions of the site not designated or alteration by the Contract.

54. **NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** During the performance of the contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, marital or domestic partner status, familial status, or veteran status and shall take affirmative action to ensure that an employee or applicant is afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation and selection for training or retraining, including apprenticeship and on-the-job training.
55. **SUBCONTRACTORS.** Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or its representatives to any subcontractor of Contractor or any other persons or organizations having a direct contract with Contractor, nor shall it create any obligation on the part of City or its representatives to pay or seek payment of any monies to any subcontractor of Contractor or any other persons or organizations having a direct contract with Contractor, except as may otherwise be required by law. City shall not be responsible for the acts or omissions of any Contractor, subcontractor, or of any of their agents or employees, nor shall it create any obligation on the part of City or its representatives to pay or to seek the payment of any monies to any subcontractor or other person or organization, except as may otherwise be required by law.
56. **EMERGENCIES.** In an emergency affecting the welfare and safety of life or property, Contractor, without special instruction or authorization from the City Project Manager, is hereby permitted, authorized, and directed to act at its own discretion to prevent threatened loss or injury. Except in the case of an emergency requiring immediate remedial work, any work performed after regular working hours, on Saturdays, Sundays, or legal holidays, shall be performed without additional expense to the City unless such work has been specifically requested and approved by the City Project Manager. Contractor shall be required to provide to the City Project Manager with the names, addresses and telephone numbers of those representatives who can be contacted at any time in case of emergency. Contractor's emergency representatives must be fully

authorized and equipped to correct unsafe or excessively inconvenient conditions on short notice by City or public inspectors.

57. **INDEPENDENT CONTRACTOR STATUS.** Contractor acknowledges and agrees that under this Agreement, Contractor and any agent or employee of Contractor shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the services and work required under this Agreement. Neither Contractor nor its agents or employees shall represent or hold themselves out to be employees of City at any time. Neither Contractor nor its agents or employees shall have employee status with City. Nothing in this Agreement shall constitute or be construed to create any intent on the part of either party to create an agency relationship, partnership, employer-employee relationship, joint venture relationship, or any other relationship which would allow City to exercise control or discretion over the manner or methods employed by Contractor in its performance of its obligations under this Agreement.
58. **ACCESS TO FACILITIES.** City shall provide Contractor with access to all City facilities as is reasonably necessary for Contractor to perform its obligations under this Agreement.
59. **ASSIGNMENT.** Neither party may assign its rights or obligations under this Agreement to any third party without the prior express approval of the other party, which shall not be unreasonably withheld.
60. **RIGHT OF CITY TO TAKE OVER CONTRACT.** Should the work to be performed by Contractor under this Agreement be abandoned, or should Contractor become insolvent, or if Contractor shall assign or sublet the work to be performed hereunder without the written consent of City, the City Project Manager shall have the power and right to hire and acquire additional persons and equipment, supply additional material, and perform such work as deemed necessary for the completion of this Agreement. Under these circumstances, all expenses and costs actually incurred by City to accomplish such completion shall be credited to City along with amounts attributable to any other elements of damage and certified by the City Project Manager. The City Project Manager's certification as to the amount of such liability shall be final and conclusive.
61. **PUBLIC RECORDS.** The Contractor shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, the Contractor shall:
1. Keep and maintain public records required by the public agency to perform the service.

2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF LEESBURG, OFFICE OF THE CITY CLERK; 352-728-9786 x 1150; Email: Andi.Purvis@Leesburgflorida.gov; Leesburg City Hall, 501 W Meadow Street, Leesburg, FL 34748.

62. **AUDIT.** Contractor shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General, the City's Internal or External auditors or by any other Florida official with proper authority.
63. **PUBLICITY.** Contractor shall not use City's name, logo, seal or other likeness in any press release, marketing materials, or other public announcement without City's prior written approval.

64. **E-VERIFY.** Pursuant to section 448.095, Contractor shall register with and use the U.S. Department of Homeland Security's ("DHS") E-Verify System, accessible at <https://everify.uscis.gov/emp>, to verify the work authorization status of all newly hired employees. Contractor shall obtain affidavits from any and all subcontractors in accordance with paragraph 2(b) of section 448.095, Florida Statutes, and maintain copies of such affidavits for the duration of this Agreement. By entering into this Agreement, Contractor certifies and ensures that it utilizes and will continue to utilize the DHS E-Verify System for the duration of this Agreement and any subsequent renewals of same. Contractor understands that failure to comply with the requirements of this section shall result in the termination of this Agreement and Contractor may lose the ability to be awarded a public contract for a minimum of one (1) year after the date on which the Agreement was terminated. Contractor shall provide a copy of its DHS Memorandum of Understanding upon City's request. Please visit www.e-verify.gov for more information regarding the E-Verify System.
65. **CONFLICT OF INTEREST.** Contractor is required to disclose the name of any officer, director, or agent who may be employed by the City. Contractor shall further disclose the name of any City employee who owns, directly or indirectly, any interest in Contractor's business or any affiliated business entity. Any additional conflicts of interest that may occur during the contract term must be disclosed to the City of Leesburg Procurement Department.
66. **WAIVER.** The failure or delay of any party at any time to require performance by another party of any provision of this Agreement, even if known, shall not affect the right of such party to require performance of that provision or to exercise any right, power, or remedy hereunder. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power, or remedy under this Agreement. No notice to or demand on any party in any circumstance shall, of itself, entitle such party to any other or further notice or demand in similar or other circumstances.
67. **SEVERABILITY OF ILLEGAL PROVISIONS.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under the applicable law. Should any portion of this Agreement be declared invalid for any reason, such declaration shall have no effect upon the remaining portions of this Agreement.
68. **INDEMNITY.** Contractor and Owner shall indemnify City and its elected officials, employees and volunteers against, and hold City and its elected officials, employees and volunteers harmless from, all damages, claims, losses, costs, and expenses, including reasonable attorneys' fees, which City or its elected officials, employees or volunteers

may sustain, or which may be asserted against City or its elected officials, employees or volunteers, arising out of the activities contemplated by this Agreement including, without limitation, harm or personal injury to third persons during the term of this Agreement to the extent attributable to the actions of Contractor, Owner, their agents, and their employees.

69. **NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.

70. **NOTICES.** All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Contractor:

Lake Community Action Agency, Inc.
Attention: James Lowe, Executive Director
501 North Bay Street
Eustis, Florida 327267
Phone: 352-
E-mail:

If to City of Leesburg as
Agent
for Owner:

Sandra Wilson
Director of Housing and Redevelopment
P O Box 490630
Leesburg, Florida 34748
Phone: 352-728-9765
E-mail: Sandra.Wilson@Leesburgflorida.gov

Copy to:

Grant Watson, City Attorney
Stone & Gerken, P.A.
4850 N. Highway 19A
Mount Dora, Florida 32757

Phone: 352-357-0330
E-mail: Grant@StoneandGerken.com

71. **ATTORNEYS' FEES.** If any civil action, arbitration or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees, sales and use taxes, court costs and all expenses reasonably incurred even if not taxable as court costs (including, without limitation, all such fees, taxes, costs and expenses incident to arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action, arbitration or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorneys' fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, sales and use taxes and all other charges reasonably billed by the attorney to the prevailing party.
72. **JURY WAIVER.** IN ANY CIVIL ACTION, COUNTERCLAIM, OR PROCEEDING, WHETHER AT LAW OR IN EQUITY, WHICH ARISES OUT OF, CONCERNS, OR RELATES TO THIS AGREEMENT, ANY AND ALL TRANSACTIONS CONTEMPLATED HEREUNDER, THE PERFORMANCE HEREOF, OR THE RELATIONSHIP CREATED HEREBY, WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, TRIAL SHALL BE TO A COURT OF COMPETENT JURISDICTION AND NOT TO A JURY. EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY. NEITHER PARTY HAS MADE OR RELIED UPON ANY ORAL REPRESENTATIONS TO OR BY ANY OTHER PARTY REGARDING THE ENFORCEABILITY OF THIS PROVISION. EACH PARTY HAS READ AND UNDERSTANDS THE EFFECT OF THIS JURY WAIVER PROVISION.
73. **GOVERNING LAW.** This Agreement is and shall be deemed to be a contract entered and made pursuant to the laws of the State of Florida and shall in all respects be governed, construed, applied and enforced in accordance with the laws of the State of Florida.
74. **JURISDICTION AND VENUE.** The parties acknowledge that a majority of the negotiations, anticipated performance and execution of this Agreement occurred or shall occur in Lake County, Florida. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of Florida in Lake County or the United States District Court, Middle District of Florida, Orlando Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action or proceeding in any other court. Service of any court paper may be effected on such party by mail, as provided in this Agreement, or in such other manner as may be provided under applicable laws, rules of procedures or local rules.

75. **REFERENCE TO PARTIES.** Each reference herein to the parties shall be deemed to include their successors, assigns, heirs, administrators, and legal representatives, all of whom shall be bound by the provisions hereof.
76. **MUTUALITY OF NEGOTIATION.** Contractor and City acknowledge that this Agreement is a result of negotiations between Contractor and City, and the Agreement shall not be construed in favor of, or against, either party because of that party having been more involved in the drafting of the Agreement.
77. **SECTION HEADINGS.** The section headings herein are included for convenience only and shall not be deemed to be a part of this Agreement.
78. **RIGHTS OF THIRD PARTIES.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or because of this Agreement on any persons other than the parties hereto and their respective legal representatives, successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third persons any right of subrogation or action over or against any party to this Agreement.
79. **AMENDMENT.** No amendment to this Agreement shall be effective except those agreed to in writing and signed by all parties to this Agreement.
80. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
81. **ELECTRONIC SIGNATURE(S).** Contractor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.
82. **ENTIRE AGREEMENT.** This Agreement, including exhibits, constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. There are no other representations, warranties, promises, agreements, or understandings, oral, written or implied, among the Parties, except to the extent reference is made thereto in this Agreement. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein.
83. **LEGAL AUTHORITY.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on

behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth.

CITY OF LEESBURG

Alan Reisman, Mayor

ATTEST:

Andi Purvis, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Grant Watson, City Attorney

CONTRACTOR:

**James Lowe, Executive Director
Lake Community Action Agency**

Date

GRANTEE:

Owner

Date

2025 HOME IMPROVEMENT GRANT RECIPIENTS

EXHIBIT A

LAST NAME	FIRST NAME	ADDRESS	PROJECT TOTAL	LCAA GRANT AMOUNT (RECIPIENT GRANT MATCH)		ADMIN FEE (PAID BY CITY)
Lacey	Carmelia	905 McCormack Street	\$ 24,000	\$ 5,500	23%	\$ 4,000.00
Smith	Lesia	816 Talladega Street	\$ 23,450	\$ 5,500	23%	\$ 4,000.00
Niblack Smith	Simonia	808 Georgia Avenue	\$ 25,000	\$ -	0%	\$ 4,000.00
Parker	Joyce	800 Georgia Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Wright	Audrey	909 Talladega Street	\$ 23,500	\$ 5,500	23%	\$ 4,000.00
Timmons	Deborah	2313 Mispah Avenue	\$ 17,575	\$ 5,500	31%	\$ 4,000.00
Crumpler	Angela	1004 Nebraska Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Heron	Ewen	1010 McCormack Street	\$ 23,875	\$ 5,500	23%	\$ 4,000.00
Rogers	Neda	2107 Woodland Blvd	\$ 22,850	\$ 5,500	24%	\$ 4,000.00
Collier	Rozalind	1212 Tuskegee Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Shaw	Mary	2350 Mispah Avenue	\$ 20,020	\$ 5,500	27%	\$ 4,000.00
Reese	Betty	2316 Olivet Avenue	\$ 23,900	\$ 5,500	23%	\$ 4,000.00
Wade	Dorothy	1131 Tuskegee Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Heflin	Katina	2120 Simmons Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Law	Kiwanis	813 Talladega Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
Griffin	Lakesha	902 Talladega Street	\$ 25,000	\$ 5,500	22%	\$ 4,000.00

Reese	Joan	2312 Olivet Avenue	\$ 25,000	\$ 5,500	22%	\$ 4,000.00
McKenzie	Voncille	2112 Woodland Blvd	\$ 18,500	\$ -	0%	\$ 4,000.00
Peterkin	Verdia	2130 Woodland Blvd	\$ 23,000	\$ -	0%	\$ 4,000.00
			\$ 445,670	\$ 88,000	20%	\$ 76,000
5% Contingency			\$ 22,284			
TOTAL			\$ 467,954			
				TOTAL CITY EXPENSE		\$ 521,670
				CONTINGENCY		\$ 22,284
				TOTAL CITY BUDGET		\$ 600,000
				BUDGET VARIANCE		\$ 56,047